Aspire Recruitment Consultants Ltd

Website Privacy Notice

Recruitment, data protection and approved AI use

Version	2.2	**Effective date**	8 October 2026
Data controller	Aspire Recruitment Consultants Ltd	**Contact**	Directors - info@aspirerecruitment.com

This notice explains how Aspire Recruitment Consultants Ltd uses personal data when providing recruitment and work-finding services, operating its website and carrying out related business administration.

1. Who we are

Aspire Recruitment Consultants Ltd is a recruitment business providing work-finding and recruitment services to candidates/work-seekers and clients. For the personal data covered by this notice, Aspire generally acts as the data controller.

Aspire Recruitment Consultants Ltd, Unit 39H The Hop Store, Old Bexley Business Park, 19 Bourne Road, Bexley, Kent, DA5 1LR. Telephone: 0208 298 9977. Email: info@aspirerecruitment.com. Data protection responsibility sits with the Directors.

2. Personal data we collect and where it comes from

You may provide personal data directly to Aspire, for example by email, telephone, application or registration information, or through our website. We may also obtain information from recruitment platforms and job boards, LinkedIn and other professional/public sources, former employers, referees, clients and other recruitment organisations involved in a recruitment supply chain.

Depending on the recruitment service being provided, the information may include contact details, CV and employment history, qualifications and skills, role preferences, salary expectations, availability, application and interview information, references, vacancy and placement activity, and relevant client/business correspondence. Where there is a lawful and justified reason, we may also process identification/right-to-work information or special category/criminal-offence information.

3. How and why we use personal data

Aspire processes personal data only where there is an appropriate lawful basis. Depending on the circumstances, this may include legitimate interests, taking steps connected with or performing a contract, compliance with a legal obligation, or consent where consent is the appropriate basis.

We may use personal data to:

- provide recruitment and work-finding services and contact you about relevant opportunities;
- assess experience and suitability through human-led recruitment processes;
- manage applications, vacancies, introductions, interviews, placements and client relationships;
- maintain candidate, client and business records and keep information reasonably accurate and current;
- obtain references or carry out appropriate checks where relevant;

- meet legal, contractual, regulatory, accounting, fraud-prevention, insurance or evidential requirements;
- respond to enquiries, rights requests and complaints; and
- support administration, drafting, research, summarisation, organisation and internal efficiency using approved technology, including approved AI-enabled tools.

Legitimate interests

Where Aspire relies on legitimate interests, these may include providing and developing recruitment services, identifying relevant opportunities, maintaining candidate and client relationships, protecting Aspire's systems and business, and managing normal commercial activity. Aspire considers whether those interests are overridden by the rights and interests of the individual before relying on this basis.

4. Approved AI use and human oversight

Aspire may use approved artificial intelligence and AI-enabled business tools to support administrative and business activities such as drafting, summarising, organising information, research and improving internal efficiency. Aspire may use different approved providers over time and therefore does not list every AI supplier in this public notice.

Where an approved AI-enabled system processes personal data, Aspire applies its data protection, confidentiality, security and access-control requirements. Personal data is only used with an AI tool where that tool has been approved for the relevant purpose and type of information, and the information used should be limited to what is reasonably necessary.

AI assists Aspire rather than replacing human recruitment judgement. Aspire does not use AI to autonomously shortlist, rank, score or reject candidates, or to make final decisions about candidate suitability or progression. If Aspire introduces a materially different AI use that could significantly influence decisions about individuals, the data protection position will be reviewed and privacy information updated where required.

5. Who we may share personal data with

Where necessary for the relevant purpose, Aspire may share personal data with:

- clients to whom a candidate may be introduced, normally following appropriate candidate contact/authority;
- former employers, referees or other parties involved in checking information where appropriate;
- other recruitment organisations or intermediaries involved in a recruitment supply chain where applicable;
- professional advisers, insurers, accountants, banks, regulators or public authorities where required or appropriate; and
- approved technology and service providers that support Aspire, including business email/office systems, recruitment CRM, recruitment platforms, electronic-signature/document services, website/analytics services and approved AI providers.

Service providers may act as processors or independent controllers depending on the service. Aspire keeps relevant supplier and processor information under review.

6. International processing and transfers

Aspire provides recruitment services primarily in the UK and does not intentionally transfer recruitment data overseas as part of its own client service. Some technology providers may process or store information outside the UK. Where UK data protection transfer rules apply, Aspire uses the relevant provider arrangements and appropriate safeguards where required.

7. Data retention

Aspire keeps personal and business information only for as long as there is a lawful and justifiable reason. The period depends on the purpose, lawful basis, record type, current authority or consent where relevant, legal obligations and any specific contractual, evidential or legitimate business need.

Where the Conduct of Employment Agencies and Employment Businesses Regulations 2003 apply, relevant recruitment records are retained for the applicable statutory period. The relevant one-year record-keeping period is not treated as a maximum: Aspire may retain records longer where there is a continuing lawful and justifiable reason, subject to periodic review. Records are deleted or anonymised when no longer required, unless there is a continuing lawful reason to retain them.

8. Your data protection rights

Depending on the circumstances, you may have rights to be informed, access your personal data, correct inaccurate data, request erasure or restriction, receive certain data in a portable format, object to certain processing, withdraw consent where consent is relied upon, and obtain safeguards in relation to solely automated decisions with legal or similarly significant effects.

To exercise a data protection right, contact the Directors at info@aspirerecruitment.com or 0208 298 9977. We may need to verify your identity before acting on a request.

9. Website information, cookies and external links

Aspire may use website analytics and technical information, including Google Analytics 4 where configured, to understand aggregate website usage and to support site operation and security. Non-essential cookies or similar technologies should be used in accordance with applicable consent requirements and the website cookie settings. Technical logs may include IP address and device/browser information.

Our website may contain links to external websites. Aspire is not responsible for the privacy practices of other organisations and you should review their privacy information when leaving our site.

10. Data security

Aspire uses proportionate technical and organisational measures designed to protect personal data against unauthorised access, loss, misuse, alteration or disclosure. These measures include appropriate access controls, account and device security, approved business systems, supplier oversight and documented cyber/data-breach procedures. No method of transmission or storage is completely risk-free, but Aspire reviews its security arrangements and responds to incidents in accordance with applicable legal requirements.

11. Data protection complaints

If you believe Aspire has not handled your personal data appropriately, you can raise a data protection complaint by emailing info@aspirerecruitment.com, calling 0208 298 9977 or writing to the address above. The Directors are responsible for handling complaints.

Aspire will acknowledge a data protection complaint within 30 days, take appropriate steps to investigate it without undue delay, keep the complainant informed where appropriate and communicate the outcome without unjustifiable or excessive delay.

You also have the right to raise a concern with the Information Commissioner's Office (ICO). Further information is available at ico.org.uk/make-a-complaint/ or by calling 0303 123 1113.

12. Sale or restructuring of the business

If Aspire is sold, merged or reorganised, relevant personal data may be disclosed to professional advisers and prospective or new owners where lawful and necessary. Appropriate privacy information will be provided where a change of controller or other material change requires it.

13. Changes to this notice

Aspire may update this notice from time to time to reflect changes in law, guidance, technology or how we use personal data. Updated versions will be published on our website with a revised effective date. Where a change materially affects individuals, Aspire will provide additional information where required.

14. Contact

Aspire Recruitment Consultants Ltd
Unit 39H The Hop Store
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19 Bourne Road
Bexley, Kent, DA5 1LR
Email: info@aspirerecruitment.com
Telephone: 0208 298 9977
Data protection contact: Directors