



Privacy Policy

Effective Date: January 2025


Last Updated: January 2025


Need an Optom ("we," "us," or "our") is committed to protecting the privacy and security of personal data collected through our recruitment website www.needanoptom.com. This Privacy Policy explains how we collect, use, and protect your personal information in accordance with **UK GDPR** and the **Data Protection Act 2018**.

1. Who We Are

Need an Optom is a recruitment agency specialising in **Healthcare**. We act as a **data controller** for the personal data you provide when using our website or services.

If you have any questions about this policy, please contact us:

 **Email:** hello@needanoptom.com

 **Phone:** 020 3846 8888

2. What Information We Collect

We may collect and process the following types of personal data:

2.1 Information You Provide to Us

- **Candidate Information:** Name, contact details (email, phone, address), CV, employment history, qualifications, references, salary expectations, right-to-work documents, and professional certifications.
- **Employer Information:** Company name, contact person, business email, phone number, and job vacancy details.

- **Account Information:** Username, password, and profile details if you register on our website.

2.2 Information Collected Automatically

- **Cookies & Tracking Technologies:** We use cookies, IP addresses, and analytics tools (e.g., Google Analytics) to monitor website usage and improve user experience.
- **Device & Log Data:** Information about your device, browser, and website interactions

3. How We Use Your Information

We use personal data for the following purposes:

- ✓ **For Recruitment Services:** To match candidates with job opportunities and facilitate the hiring process.
- ✓ **For Employers:** To provide recruitment solutions and introduce qualified candidates.
- ✓ **For Communication:** To respond to inquiries, send job alerts, and provide updates about our services.
- ✓ **For Compliance:** To meet legal and regulatory requirements (e.g., verifying right-to-work documentation).
- ✓ **For Website Improvement:** To analyze traffic, enhance security, and personalize user experience.

4. Legal Basis for Processing Data

We process personal data based on the following legal grounds under UK GDPR:

- **Legitimate Interest** – To provide and improve our recruitment services.
- **Consent** – When sending marketing communications (you can opt out anytime).
- **Contractual Obligation** – When processing candidate applications or employer job postings.
- **Legal Obligation** – To comply with employment and data protection laws.

5. How We Share Your Data

We may share your data with:

- **Potential Employers** (for candidates applying for job opportunities).
- **Service Providers** (e.g., IT support, payroll providers, analytics tools).
- **Legal Authorities** if required by law.

We **never sell or rent** your data to third parties for marketing purposes.

6. How Long We Retain Your Data

- Candidate and employer data is retained for **up to 2 years** unless you request deletion.
- Financial records are kept for **6 years** for legal and tax purposes.
- Website analytics data is retained for **12 months**.

You can request data deletion at any time (see Section 7).

7. Your Rights Under UK GDPR

You have the right to:

- ✓ **Access Your Data** – Request a copy of the personal data we hold.
- ✓ **Correct Your Data** – Update inaccurate or incomplete information.
- ✓ **Request Data Deletion** – Ask us to remove your data (subject to legal obligations).
- ✓ **Withdraw Consent** – Opt out of marketing communications at any time.
- ✓ **Restrict Processing** – Request limited use of your data.
- ✓ **Data Portability** – Request a transfer of your data to another service provider.

To exercise your rights, contact us at hello@needanoptom.com

8. How We Protect Your Data

We implement security measures to protect your personal data, including:

- 🔒 **Data Encryption** – Secure storage and transmission of sensitive information.
- 🔒 **Access Controls** – Restricted access to authorized personnel only.
- 🔒 **Regular Audits** – Monitoring for security vulnerabilities and compliance.

9. Cookies & Tracking Technologies

We use cookies to improve website functionality and user experience. You can **manage or disable cookies** via your browser settings. For more details, see our **[Cookie Policy]**.

10. Third-Party Links

Our website may contain links to third-party sites (e.g., employer websites). We are **not responsible** for their privacy practices, and we encourage you to review their policies.


11. Updates to This Policy

We may update this Privacy Policy periodically. Any changes will be **posted on our website**, and if significant, we will notify users via email or website pop-ups.


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12. Contact Us

If you have any questions or concerns about this policy, please contact us:

 **Address:** 869 High Road, London, United Kingdom, N12 8QA

 **Email:** hello@needanoptom.com

 **Phone:** 020 3846 8888