Cranleigh Personnel

Privacy Notice

1. Who we are

Cranleigh Personnel is the trading name of **Bailey Recruitment Ltd**, a company registered in England and Wales (company number 08091432). Our registered office is The Boathouse, Millbrook, Guildford, Surrey GU1 3XL.

We are a permanent recruitment agency specialising in wealth management and financial planning roles (advisers, paraplanners and administrators) across London and the Home Counties.

For data protection law, Bailey Recruitment Ltd is the **controller** of the personal information described in this notice. We are registered with the Information Commissioner's Office (ICO) under registration number **ZA381825**.

Questions about your data: email kate@cranleighpersonnel.co.uk, call 01483 279 837, or write to us at the address above, marked "Data Protection".

2. What information we collect

Candidates (people looking for a role, or whom we think may be interested in one):

- name, contact details (personal email, phone, home town/county), LinkedIn profile
- your CV, career history, qualifications (e.g. Diploma, Chartered status) and professional registrations
- current and desired job, salary and benefits, notice period, preferred locations and working pattern
- notes from our conversations with you, and feedback from interviews
- right-to-work information if a client asks us to check it at offer stage

We don't ask for sensitive information (such as health, ethnicity or religion). If you choose to tell us something like this, for example to ask for adjustments at interview, we only use it for that purpose and with your agreement.

Client contacts (people at firms who hire, or may hire, through us): name, job title, firm, business email and phone, and notes of our dealings with you.

Website visitors: what you send us through our forms, and basic technical information (such as pages visited and browser type) collected by cookies, see section 6.

Where we get it from:

- **directly from you:** when you send your CV, fill in a form, call or email us
- **job boards** you've chosen to post your CV on (e.g. Reed, Indeed)
- **professional networking sites** such as LinkedIn, where you've made your profile public
- **public sources:** your employer's website or the FCA Register
- **referrals:** from colleagues or contacts who suggest you to us

If we get your details from somewhere other than you, we'll point you to this notice when we first contact you, normally within a month.

3. How we use it, and why we're allowed to

What we do	Our lawful basis
Match candidates with suitable roles, contact you about opportunities, arrange interviews and pass on feedback	**Legitimate interests**: running a specialist recruitment business and helping you find work. When you send us your CV, also to take steps you've asked for.
Put your CV or details forward to a client	**Your agreement**: we always speak to you and get your say-so for each firm before we send your details
Contact firms about vacancies, candidates and our services	**Legitimate interests**: business-to-business contact. Every marketing email lets you opt out.
Keep records of placements and invoices	**Legal obligation** and **contract** (tax and accounting rules; our terms with clients)
Answer enquiries sent through our website	**Legitimate interests**, or to take steps you've asked for

Where we rely on legitimate interests, we've weighed them against your rights and keep what we hold relevant and up to date. You can object at any time (see section 6).

We don't sell your data. We don't make decisions about you by automated means alone. Software may help us search and organise CVs, but a person at Cranleigh Personnel always decides whether to contact you or put you forward.

4. Who we share it with

- **Client firms**: only with your agreement for each role, and only what they need to consider you.
- **Our service providers**: they process data for us under contract and only on our instructions:
  - our recruitment database (Recruiterflow)
  - email and office software (Microsoft 365)
  - website hosting
  - the job boards and LinkedIn tools we use to manage candidate and client contact (e.g. Reed, LinkedIn, Dripify)
  - our accountants and IT support
- **Referees**: if you give us references, and only when you say we can contact them.
- **Authorities**: if the law requires it, for example HMRC or a court order.

International transfers: some of our providers store data outside the UK, for example in the EU or the USA. When they do, we make sure the transfer is protected by UK adequacy rules or the ICO's approved contract clauses.

5. How long we keep it, and how we keep it safe

Candidates: we keep your details for **2 years from our last meaningful contact** with you, for example a conversation, an application or an update you've sent. Before then, we'll check whether you'd like us to keep them. If you've been placed in a role, we keep the placement records for **6 years** for tax and legal reasons.

Client contacts: we keep your details while we have a working relationship with your firm. We review them at least every 2 years, and remove you straight away if you ask us to.

Website enquiries that don't lead anywhere are deleted after 12 months.

Keeping it safe:

- your data is held in password-protected, access-controlled systems
- only our team can see it
- we use reputable providers who keep their own security standards

6. Your rights

You have the right to:

- **see** the personal information we hold about you (a subject access request)
- have it **corrected** if it's wrong or incomplete
- have it **deleted**
- **object** to us using it, including for direct marketing
- **restrict** how we use it
- receive it in a portable format
- **withdraw your agreement** at any time, where we rely on it

To use any of these rights, email kate@cranleighpersonnel.co.uk. We'll reply within one month and won't normally charge.

Cookies: our website uses essential cookies to work and, with your consent, analytics cookies to see how visitors use it. You can accept or decline non-essential cookies in the banner, and change your choice at any time.

Complaints: if you're unhappy with how we've handled your data, please tell us first so we can put it right. You can also complain to the Information Commissioner's Office: ico.org.uk/make-a-complaint, or 0303 123 1113.

Changes: we may update this notice from time to time. The latest version will always be available on our website.

Last updated: November 2026
