

CANDIDATES, CLIENTS, REFEREES AND WEBSITE USERS

Privacy and UK GDPR Notice

How SiteAppoint collects, uses, shares and protects personal information across candidate representation, client services, referrals and website enquiries.

Version 1.0

Effective 21 August 2026

DOCUMENT STATUS

This notice is designed for SiteAppoint's current operating model. It should be reviewed whenever systems, suppliers, processing purposes or retention practices change.

CONTACT

Questions or requests: hithere@siteappoint.co.uk | 07769 098765

1. Who we are and how to contact us

SiteAppoint Ltd provides permanent recruitment, retained search and temporary or contract work-finding services in the construction market. For the processing described in this notice, SiteAppoint Ltd is normally the controller of your personal information.

Privacy enquiries and rights requests should be sent to hithere@siteappoint.co.uk. You can also call 07769 098765.

2. Scope

This notice applies to candidates and prospective candidates, temporary workers, independent professionals, client contacts, referees, referred people, suppliers and people who use our website or contact routes. A client, payroll provider, umbrella company or other party may separately act as a controller for its own processing and should provide its own notice.

3. Information we may collect

Category	Examples
Identity and contact	Name, address, postcode, email, telephone, date of birth where needed, and identity evidence during onboarding.
Career and work history	CV, roles, projects, achievements, qualifications, remuneration, preferences, notice, availability and travel boundaries.

Category	Examples
Search and communication	Contact history, interview notes, opportunity preferences, representations, introductions, offers and feedback.
Compliance and work readiness	Right-to-work evidence, CSCS-logged cards, tickets, licences, references, assignment checks and status information.
Commercial and assignment	Client briefs, rates, salary, terms, timesheets, approvals, invoices and payroll-related records where applicable.
Special category information	Health or adjustment information and diversity data where lawfully required, voluntarily supplied or needed to protect rights.
Technical	Basic device, browser, security and website usage information generated by the service. Non-essential tracking should not be used without the required choice.

4. Where information comes from

- Directly from you through registration, calls, email, WhatsApp, meetings, interviews and onboarding.
- Public professional sources, company websites, project announcements and other sources reasonably used to identify potentially relevant passive candidates.
- Referrals and professional contacts. We will tell a referred person how we obtained their details when required.
- Clients, former employers, referees, qualification or card-checking services, compliance providers and payroll or engagement partners.

DIRECT SEARCH

Our model includes identifying and approaching people who are not actively applying. We use only the information reasonably needed to assess relevance and open a professional conversation. You can object at any time.

5. Why we use information and our lawful bases

Purpose	Typical lawful basis
Respond to enquiries and provide candidate representation or recruitment services	Contract or steps requested before a contract; legitimate interests in operating a recruitment service.
Identify and approach potentially relevant candidates	Legitimate interests in direct-search recruitment, balanced against the person's rights and reasonable expectations.
Assess suitability and introduce a candidate with their awareness	Contract; legitimate interests of SiteAppoint, the candidate and the client in an informed recruitment process.
Onboard and administer a temporary or contract assignment	Contract; legal obligation; legitimate interests in safe and properly administered supply.
Right-to-work, tax, payroll and regulatory records	Legal obligation and, where applicable, contract.
Protect systems, prevent fraud and manage disputes	Legitimate interests and legal claims.

Purpose	Typical lawful basis
Diversity monitoring or health and adjustment information	An applicable UK GDPR condition and Data Protection Act 2018 safeguard; explicit consent where that is the appropriate route.

We do not make decisions producing legal or similarly significant effects about candidates solely by automated means. Technology may help organise information, but a person remains responsible for representation and selection decisions made by SiteAppoint.

6. Candidate introductions and control

We aim to tell a candidate about the client and opportunity before sending an identifiable CV or profile. Confidential or anonymised market calibration may use non-identifying information. A client must use candidate information only for the recruitment purpose for which it was supplied and protect it appropriately.

7. Sharing information

- Clients and prospective clients where an introduction or search is relevant and authorised.
- Payroll, umbrella, employment, compliance, screening, timesheet, IT, communications and professional-adviser providers used to deliver the service.
- Government, regulators, courts, law enforcement or professional advisers where the law requires or permits disclosure.
- A buyer or successor if SiteAppoint reorganises or transfers its business, subject to appropriate confidentiality and data-protection controls.

We do not sell personal information. We do not charge candidates for work-finding services.

8. International transfers

Some service providers may process information outside the United Kingdom. Where a restricted transfer occurs, SiteAppoint will use an available legal mechanism, such as UK adequacy regulations or the UK International Data Transfer Agreement or Addendum, and apply appropriate security and supplier checks.

9. Retention

Record	Working retention period
Candidate search and representation record	Normally 24 months after the last meaningful contact, then reviewed, refreshed or deleted unless a longer period is justified.
Placement, assignment, payroll, tax, compliance and transaction records	Normally up to 6 years after the relevant relationship or financial year, subject to legal requirements and limitation periods.
Client contact and commercial records	Normally for the relationship and up to 6 years afterwards where needed for contracts, tax, disputes or service history.
Unsuccessful referral record	Normally 12 months, unless the referred person separately registers or another lawful reason applies.
Suppression or objection record	Minimal information may be retained to make sure a do-not-contact request is respected.

10. Your rights

- Ask for access to your personal information and a copy of it.
- Ask for inaccurate information to be corrected.
- Ask for deletion or restriction where the legal conditions apply.
- Object to processing based on legitimate interests, including direct recruitment contact.
- Receive information you supplied in a portable form where the right applies.
- Withdraw consent at any time where consent is the basis, without affecting earlier lawful processing.
- Complain to the Information Commissioner's Office. We would appreciate the chance to address the concern first, but that is not a condition of complaining.

We may need to confirm identity before fulfilling a rights request. Rights are not absolute and an exemption may apply; if so, we will explain the position where permitted.

11. Security and data minimisation

SiteAppoint uses proportionate organisational and technical controls, limits access by role, stages collection so that banking, tax and identity documentation is not requested in a basic enquiry, and expects service providers to protect information under written terms.

12. Website links, communications and cookies

Linked email, telephone, WhatsApp, social and guidance providers use their own terms. The current site should store only the selected light or dark display preference. Any non-essential analytics or advertising technology must be assessed and, where required, used only after valid consent.

13. Changes

We may update this notice when law, guidance, systems or services change. The current version and effective date will be published on the website.

Official references

[Information Commissioner's Office - recruitment and selection guidance](#)
[Information Commissioner's Office - legitimate interests](#)
[UK GDPR - legislation.gov.uk](#)
[Data Protection Act 2018 - legislation.gov.uk](#)