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Description automatically generated

Lancaster Resources Ltd (company number 15949084) is dedicated to ensuring your privacy is maintained when you use any of its products, services, or website. The following policy outlines the commitments and processes used to safeguard personal information and data collected or provided to the company. Congruently, the protection of your privacy and the confidentiality of your personal information shared with Lancaster Resources is handled in accordance with the General Data Protection Regulations (“GDPR”) guidelines.

**Data Collection & Use**

Lancaster Resources may collect and use your personal information and data, including (but not limited to) name, email, contact details, and a copy of your CV. This could be via the website, email, platforms where your data is publicly available such as job boards, social media, or when connecting with Lancaster Resources on LinkedIn or similar networking sites.

Additional information and data collected may also include your usage of Lancaster Resources' website (e.g., your IP address, page scrolling, clicks), client and referee details, as well as any links or materials to additional candidate information such as showreels, portfolios, articles, etc.

Lancaster Resources will collect and use personal information and data for legitimate business purposes only. The data and information will be held and used exclusively for the measures and time periods to fulfil these purposes and, in any event, no longer than permitted under applicable laws (government, tax purposes, and regulatory requirements).

To the extent Lancaster Resources needs to process any information or data, it shall ensure this is done in a secure manner and is retained and disclosed in accordance with applicable laws, regulations, or in the performance and provision of Lancaster Resources' recruitment services (such an example would be agreeing for your CV, portfolio, or profile to be shared with suitable or potential clients or employers).

Lancaster Resources will only use your data and information to fulfil its recruitment services for you. These include (but are not limited to) identifying and connecting you with relevant vacancies and opportunities, sharing industry-related information, as well as general updates. You have the option to opt-out of this service at any time.

Your information and data are only shared with clients and opportunities with your consent. Lancaster Resources may need to provide your details to legitimate third parties (such as its financier partners) for verification or other recruitment purposes. We shall inform you of this requirement and endeavour to ensure such third parties have similar privacy policies as Lancaster Resources.

Lancaster Resources may use the information and data regarding your behaviours on its website to improve its services. This information is aggregated for analytical and statistical reporting. The information and data will not be shared or able to identify individual users.

Lancaster Resources may also provide personal information and data to regulatory or law enforcement agencies if requested and may disclose your personal information and data if required in connection with any legal (or potential) proceedings in order to establish, exercise, and defend its legal rights.

**Data Storage and Accessibility**

**L**ancaster Resources stores in a secure manner your personal information and data that is collected or provided to the company. Lancaster Resources always undertakes measured precautions to prevent any intentional harm, misuse, alteration, or loss of your information and data.

Durations and periods of time to which your information and data are stored will always be reasonable and based on Lancaster Resources' business relationship with you and our clients. This includes the circumstances in which Lancaster Resources is conducting its service. For example, as contractors or candidates Lancaster Resources is submitting for its clients' roles, there would be a need to retain contact information coinciding with an introduction statement of your skills and/or services (in the form of a short summary, CV, Portfolio, etc.) for a period of 2 years after the last point of contact.

Where Lancaster Resources has a contractual relationship for your services, your information and data would typically be kept for the duration of the contract and for a reasonable period after the endpoint of the contractual services. Sensitive information and data (such as financial documentation, right to work information, etc.) will typically be held for the duration of your contract and for a period of 2 years after the endpoint of the contractual services. Lancaster Resources may extend this period if required to do so to comply with a client’s obligations or per applicable law.

Lancaster Resources operates in accordance with GDPR and will ordinarily only store information and data relating to legal and financial (payment records, invoice details, etc.) for a period of up to 7 years. Certain circumstances may allow Lancaster Resources to hold the data for longer.

Lancaster Resources' website uses cookies, which are placed by software that operates on its servers and by software operated by third parties whose services are used by Lancaster Resources in order for the website to provide a more personalised experience, i.e., the information on data obtained on one web page is stored until it is needed for use on another web page.

You have the right to request a copy of the information and data that Lancaster Resources has stored about you that you have supplied to us. Lancaster Resources may need more information about your request to help its response. Lancaster Resources may, where legally permitted to do so, refuse your request.

In accordance with GDPR, you may request Lancaster Resources to stop using your personal data or information, however, Lancaster Resources may not be able to or be required to comply with such a request if it involves the deletion of your profile, which also contains information about Lancaster Resources' clients or financial information that is needed to be stored for a fixed period of time.

Lancaster Resources may update this Privacy Policy and advises checking this page frequently. For any clarification or requests on your information and data, please contact [insert relevant email].

*Thank you for reading this Privacy Policy. The safeguarding and privacy of your information is of the highest importance to us, and we strive to ensure your experience and confidence with Lancaster Resources is equally strong. Typically, your CV and details will never be disclosed to roles or clients without your prior consent or trust. All your information and data are held purely for Lancaster Resources' recruitment services and stored for reasonable periods to provide you with the best service. Your professional journey and the safest conditions possible are always at the forefront of Lancaster Resources' actions.*