



VITALITY PERSONEL LTD

Privacy Notice

Vitality Personnel Ltd

Company number	15524261
Version	0.9 (Draft)
Effective date	7 September 2026
Review date	7 September 2027
Document owner	Vitality Personnel Ltd
Approval status	Pending company and qualified UK legal/compliance review

Important review note

This document is an original website publication draft prepared for Vitality Personnel Ltd. It is not legal advice. Before publication or operational adoption, the company should confirm that the text reflects its actual processes, suppliers, systems and contractual arrangements, and obtain review from an appropriately qualified UK legal or compliance professional.

1 Scope and document status

How Vitality Personnel Ltd handles personal information from website visitors, business contacts and other enquirers. This document should be read with applicable contracts, procedures and privacy information.

2 Purpose and scope

Vitality Personnel Ltd, company number 15524261, is responsible for deciding how personal information described in this notice is used. This notice covers the public website, business enquiries, general correspondence and related administration. A separate Recruitment Privacy Notice explains candidate and worker data in more detail.

3 Information we may collect

Depending on how you interact with us, information may include your name, contact details, organisation and role, the content of an enquiry, correspondence, technical security logs and cookie choices. We ask users not to send unnecessary sensitive information through a general contact form.

4 How and why we use information

We may use information to respond to enquiries, understand staffing requirements, administer business relationships, keep appropriate records, protect our systems and comply with legal obligations. Relevant UK GDPR legal bases may include taking steps at your request, legitimate interests in operating and securing a recruitment business, compliance with law, and consent where the law requires it.

5 AI information assistant

The website information assistant sends a visitor's question and recent conversation context to a managed AI service to produce a response. Visitors are told not to include health, identity, bank, criminal-record or other sensitive information. Assistant conversations are not used to make recruitment decisions or stored in the website recruitment database. The company should confirm the provider, retention and international transfer position before formally approving this notice.

6 Sharing and international processing

Information may be shared only where appropriate with service providers supporting hosting, secure storage, communications, professional advice and business administration, or with public authorities where legally required. The company should document its actual processors and verify that any international transfer has an appropriate legal safeguard before relying on it.

7 Retention and security

Information should be kept only for as long as needed for the purpose collected, legal obligations, dispute management and defensible business records. Access should be limited, and proportionate technical and organisational measures should be used. No internet service can be guaranteed completely secure.

8 Your rights

Depending on the circumstances, UK data protection law may give you rights of access, correction, erasure, restriction, objection and data portability, and the right to withdraw consent where consent is relied upon. You may also complain to the UK Information Commissioner. Requests may be sent to Info@vitalitypersonel.co.uk; identity checks may be required before information is disclosed.

9 Contact and changes

Privacy enquiries should be sent to Info@vitalitypersonel.co.uk or by post to Vitality Personnel Ltd, 17 Park Parade, London, NW10 4JH, England. This notice should be reviewed when systems, suppliers or processing activities change.

10 Contact

Vitality Personnel Ltd, 17 Park Parade, London, NW10 4JH, England. Email: Info@vitalitypersonel.co.uk.

11 Review record

The final approved version should record its approver, approval date and any changes. This draft contains no invented certification, accreditation, regulator registration or professional endorsement.