



VITALITY PERSONEL LTD

Recruitment Privacy Notice

Vitality Personnel Ltd

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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 candidate, applicant and worker information may be used during recruitment and work-finding activities. This document should be read with applicable contracts, procedures and privacy information.

2 Who this notice covers

This notice applies to people who enquire about work, register as candidates, apply for opportunities or are considered for temporary or permanent roles through Vitality Personnel Ltd.

3 Recruitment information

Information may include contact details, location, work history, skills, availability, CVs, qualifications, training information, interview or assessment notes, communications and role preferences. Where relevant and lawful, later-stage recruitment may require evidence of identity, right to work, references, criminal record information, health information or other checks. Such information should not be requested through a general website form unless necessary and securely handled.

4 Purposes and legal bases

Candidate information may be used to assess suitability, communicate about opportunities, introduce candidates where appropriate, administer work-finding services, meet legal obligations and establish or defend legal claims. Depending on the activity, the legal basis may include steps requested before a contract, legitimate interests, legal obligation and explicit consent or another condition where special-category or criminal-offence information is processed.

5 Sharing during recruitment

Candidate information should only be shared with prospective clients or relevant service providers where there is an appropriate purpose and lawful basis. Candidates should be told when and why their details may be introduced. The company should verify its actual screening, payroll, storage and communications providers before publishing a final supplier list.

6 Automated decisions

The public AI information assistant is not used to assess candidates, shortlist applicants or make recruitment decisions. The website does not describe any solely automated decision that produces legal or similarly significant effects. If such processing is introduced, the company should assess it and update this notice before use.

7 Retention, security and rights

Recruitment records should follow a documented retention schedule that reflects the purpose, applicable recruitment law, limitation periods and client requirements. Access to candidate documents should be restricted. Data rights requests and privacy questions may be sent to Info@vitalitypersonnel.co.uk.

8 Contact

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

9 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.