



## **Privacy Policy**

### **1. Introduction**

TechEx is committed to protecting personal data and ensuring that it is handled securely and responsibly. This policy outlines how we collect, use, and safeguard information in compliance with data protection laws.

### **2. Information We Collect**

We collect and process the following types of data:

- Personal identification details such as name, email address, phone number, and job title.
- Employment history, qualifications, and references.
- Communication records including emails and phone interactions.
- Technical data such as IP addresses and browser details collected via cookies.

### **3. Use of Information**

Data is used for:

- Matching candidates with job opportunities and assisting employers in hiring.
- Communicating with users regarding services and inquiries.
- Sending newsletters or promotional material, subject to consent.
- Complying with legal and regulatory requirements.

### **4. Legal Basis for Processing**

Processing is conducted under:

- User consent where explicitly provided.
- Legitimate interests in providing recruitment services.
- Contractual obligations for service agreements.
- Legal compliance with regulatory requirements.

### **5. Data Sharing**

Personal data may be shared with:

- Employers and clients when submitting candidate profiles.
- Service providers such as IT support and marketing platforms.
- Regulatory authorities when required by law.

## **6. Data Retention**

Data is retained only for as long as necessary. Job applicant data is stored for a defined period unless removal is requested.

## **7. Security Measures**

Appropriate safeguards are in place to prevent unauthorized access, loss, or misuse of personal data.

## **8. User Rights**

Individuals have the right to:

- Access the data held about them.
- Request corrections to inaccurate or incomplete data.
- Request deletion of data no longer required.
- Object to data processing based on legitimate interests.
- Request the transfer of data to another service provider.

To exercise these rights, users can contact [Info@techex-group.com](mailto:Info@techex-group.com)

## **9. Cookies and Tracking**

Cookies may be used on our website to enhance experience and analyze site traffic. Preferences can be managed via browser settings.

## **10. Third-Party Links**

Our website may contain links to external sites, which operate under their own privacy policies. We are not responsible for their practices.

## **11. Policy Updates**

This policy may be updated periodically. Any revisions will be posted on this page with a revised effective date.

## **12. Contact Information**

For queries about this policy or data handling practices, contact:

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TechEx Group is a trading name of Knight Recruitment registered in England 03838775