



GDPR General Privacy Policy - Manstaff Ltd

Last Updated: January 2, 2025

Safeguarding Trust in Manufacturing Recruitment Excellence

In the dynamic landscape of UK manufacturing recruitment, where precision meets possibility, Manstaff Ltd stands as a guardian of talent and trust. From our Derby headquarters, under Nick Calin's leadership, we've crafted a privacy framework that protects every piece of information with the same care our manufacturing clients expect.

Our Story of Service

At Manstaff Ltd, we serve the UK manufacturing sector by connecting talented individuals with manufacturing opportunities. Our commitment to privacy protection mirrors the precision required in professional recruitment excellence.

The Information We Cherish

For Manufacturing Talent

Like the blueprint of a perfect placement, we carefully maintain:

- Professional qualifications and certifications
- Manufacturing expertise and technical skills
- Career aspirations and growth potential
- Work history and achievements
- Technical competencies and specializations
- Training and development records
- Reference and assessment information

For Manufacturing Clients

We protect your business intelligence with the utmost care:

- Recruitment requirements and specifications
- Growth strategies and workforce plans
- Operational standards and procedures
- Quality control requirements
- Resource allocation needs
- Business development goals
- Manufacturing capabilities

Purposeful Information Use

Manufacturing Recruitment Excellence

We utilize data to:

- Match talent with opportunity
- Assess technical capabilities
- Evaluate cultural fit
- Support career development
- Facilitate placement success
- Monitor performance
- Ensure compliance



The Architecture of Protection

Digital Security

Our protection mirrors recruitment precision:

- Enterprise-grade encryption
- Secure cloud infrastructure
- Access control systems
- Regular security audits
- Threat detection
- Backup protocols
- Incident response

Physical Safeguards

Our Derby headquarters maintains:

- Controlled access
- Secure storage
- Clean desk policy
- Visitor management
- CCTV monitoring
- Document security
- Emergency protocols

Your Rights, Our Priority

Like the quality control in recruitment, we ensure you can:

- Access your information
- Request corrections
- Withdraw consent
- Transfer data
- Restrict processing
- Object to use
- Request deletion

Information Sharing Excellence

When sharing information, we maintain:

- Strict confidentiality
- Purpose limitation
- Data minimization
- Security standards
- Compliance checks
- Audit trails
- Partner verification

Retention Standards

We maintain information with recruitment precision:

- Recruitment records: 2 years from last contact
- Client data: Duration of relationship plus 6 years
- Financial records: 7 years
- Legal documents: As required by law
- Quality records: 3 years
- Communication logs: 2 years
- Compliance documentation: 5 years



Policy Evolution

Like recruitment innovation, we continuously improve:

- Regular policy reviews
- Stakeholder feedback
- Regulatory updates
- Process enhancement
- Security upgrades
- Training updates
- Communication improvement

Your Voice Matters

For privacy inquiries:

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Resolution Commitment

We address concerns with:

- Prompt attention
- Clear communication
- Thorough investigation
- Effective resolution
- Continuous learning
- Process improvement
- Stakeholder satisfaction

Our Promise

Under Nick Calin's leadership, we maintain unwavering dedication to protecting your information while supporting manufacturing excellence through recruitment. Every piece of data in our care receives the same attention to detail that our manufacturing clients expect in their workforce solutions.

This policy represents our commitment to maintaining the highest standards of privacy protection while supporting the UK manufacturing sector's growth and success through expert recruitment services.