



Desian Recruitment Ltd Data Protection & Processing Policy

This policy establishes Desian Recruitment Ltd commitment to processing personal data in full compliance with the General Data Protection Regulation (GDPR) and applies to all personal data processed by Desian Recruitment Ltd in any format, by all staff, contractors, and third parties acting on behalf of the organization.

Data Protection Principles

Desian Recruitment Ltd will adhere to the principles of data protection set out in Article 5(1) GDPR:

Lawfulness, Fairness, and Transparency

Personal data will only be processed based on lawful grounds, in a fair manner, and with transparency towards data subjects.

Personal data

Will be collected for specified, explicit, and legitimate purposes and will not be further processed in an incompatible manner.

Will be adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed.

Will be accurate and, where necessary, kept up to date. Inaccurate data will be erased or rectified without delay.

Will be kept for no longer than necessary for the purposes for which it is processed. Retention periods will be established and enforced.

Will be processed in a secure manner, protecting against unauthorized processing, accidental loss, destruction, or damage through appropriate technical and organizational measures.

Desian Recruitment Ltd will be responsible for and able to demonstrate compliance with the above principles through documentation, governance structures, and audit mechanisms.

Rights of Data Subjects

Desian Recruitment Ltd guarantees the rights of individuals as defined by GDPR, including but not limited to access, rectification, erasure, restriction, portability, and objection.

Governance

A Director, the Compliance Manager or a Data Protection Officer (if appointed) will oversee compliance.

Records of Processing Activities will be maintained, data protection impact assessments will be conducted where high-risk processing is envisaged and data breach notification procedures will comply with Articles 33 and 34 GDPR.

Review

This policy will be reviewed annually and updated in line with legal, regulatory, or organizational changes.

Approved by: Andrew Wainwright
Position: Operations Director
Effective Date: 01/05/26
Next Review Date: 01/05/27