

PRIVACY NOTICE (UK GDPR & DATA PROTECTION ACT 2018)

Last updated: 01/04/2026

1. WHO WE ARE

Elysian Services Ltd (“we”, “us”, “our”) is an HR consultancy providing services including recruitment support, HR advisory, compliance, and workforce management to organisations within the UK.

We are a data controller under the UK GDPR and the Data Protection Act 2018.

Contact details:

Elysian Services Ltd

Registered Address: First Floor, 30 London Road, Sawbridgeworth, Hertfordshire, CM21 9JS

Email: hellohr@elysianservicesltd.com

2. THE DATA WE COLLECT

We may collect, use, store and transfer the following categories of personal data:

Candidates / Workers

- Name, contact details
- CVs, employment history, qualifications
- Right to work documentation
- References and background checks (including DBS where applicable)
- Interview notes and assessments

Clients / Business Contacts

- Names, job titles
- Business contact details
- Contractual and billing information

HR Consultancy Services

- Employee data provided by clients (e.g. disciplinary, grievance, absence data)
- Organisational data relating to workforce structures

Special Category Data (where required)

- Health and sickness/medical condition data (e.g. occupational health)
- Diversity data (if provided)

3. HOW WE COLLECT DATA

We collect data from:

- You directly (applications, enquiries, onboarding)
- Clients (where we act on their behalf)
- Third parties (e.g. referees, background screening providers)
- Public sources (e.g. LinkedIn)

4. HOW WE USE YOUR DATA (LEGAL BASIS)

We process personal data under the following lawful bases:

Contractual necessity

- Recruitment placement
- HR consultancy services

Legal obligation

- Right to work checks
- Compliance with employment law

Legitimate interests

- Business development
- Improving services
- Managing relationships

Consent (where required)

- Marketing communications
- Certain background checks

Special category data

Processed under Article 9 conditions, including:

- Employment law obligations
- Explicit consent where required

5. PURPOSES OF PROCESSING

We use personal data to:

- Provide recruitment and HR consultancy services
- Match candidates to roles
- Carry out pre-employment checks
- Deliver HR advice to clients

- Maintain business relationships
- Comply with legal and regulatory obligations

6. DATA SHARING

We may share your data with:

- Clients (for recruitment purposes)
- Payroll providers
- Background screening providers
- Professional advisors (legal, accounting)
- Regulators where required

All third parties are required to respect data security and process data lawfully.

7. INTERNATIONAL TRANSFERS

Where data is transferred outside the UK, we ensure appropriate safeguards are in place, such as:

- UK adequacy regulations
- Standard Contractual Clauses

8. DATA RETENTION

We retain personal data only as long as necessary:

- Candidate data: typically up to 12–24 months
- Client data: duration of contract + statutory period
- HR consultancy data: in line with legal obligations

Retention periods may vary depending on legal or regulatory requirements.

9. YOUR RIGHTS

Under the Data Protection Act 2018 and UK GDPR, you have the right to:

- Access your data
- Rectify inaccurate data
- Request erasure (“right to be forgotten”)
- Restrict processing
- Data portability
- Object to processing
- Withdraw consent at any time

To exercise your rights, contact us using the details above.

10. DATA SECURITY

We implement appropriate technical and organisational measures, including:

- Secure systems and encryption
- Access controls
- Staff training
- Confidentiality obligations

11. COOKIES

Our website may use cookies to:

- Improve user experience
- Analyse website traffic

You can manage cookies via your browser settings.

12. COMPLAINTS

If you are unhappy with how we handle your data, you can contact us first.

You also have the right to lodge a complaint with the Information Commissioner's Office:

<https://www.ico.org.uk>

13. CHANGES TO THIS POLICY

We may update this Privacy Notice from time to time. The latest version will always be available on our website.