

## Privacy Policy

At Hitscan (“we,” “us,” or “our”), we are committed to protecting your privacy. This Privacy Policy explains how we collect, use, and safeguard your personal information when you visit our website ([www.hit-scan.co.uk](http://www.hit-scan.co.uk) or [hitscan.co](http://hitscan.co)) or engage with our services.

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### 1. Who We Are

Hitscan is a UK-based recruitment agency that partners with startups and early-stage companies to deliver flexible and strategic talent acquisition solutions.

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### 2. What Information We Collect

We may collect and process the following types of personal data:

- Job Seekers / Candidates:
    - Name, contact details, CV, LinkedIn profile, job preferences
    - Employment history, education, skills, salary expectations
    - Interview notes or assessment results
  - Clients / Employers:
    - Company name, contact person, email, phone number
    - Job role information, hiring needs, feedback on candidates
  - Website Visitors:
    - IP address, browser type, device data
    - Pages visited, time spent, referral source (via cookies)
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### 3. How We Use Your Information

We use your data to:

- Provide recruitment services and match candidates with relevant opportunities
  - Communicate with you about job roles or hiring needs
  - Improve our services, website, and outreach
  - Comply with legal obligations and protect our business
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#### 4. Legal Basis for Processing

Under GDPR, we rely on:

- Consent – where you've actively submitted your data to us
  - Legitimate interest – to run our business and match talent to opportunities
  - Contractual necessity – to provide recruitment services
  - Legal obligation – to comply with applicable laws and regulations
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#### 5. How We Share Data

We may share personal data:

- With clients for relevant job applications (with your consent)
- With trusted partners (e.g., CRM or ATS providers)
- If required by law or regulatory authorities

We never sell your personal data.

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#### 6. Data Retention

We keep your data only as long as necessary:

- Candidate data is retained for up to 2 years unless you request otherwise

- Client and business data is retained as needed for legal/accounting purposes
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## 7. Your Rights

You have the right to:

- Access, update or delete your data
- Withdraw consent at any time
- Object to processing or request data portability
- File a complaint with the ICO (Information Commissioner's Office)

To exercise your rights, email us at: [jp@hitscan.co](mailto:jp@hitscan.co)

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## 8. Cookies & Tracking

We may use cookies or analytics tools (e.g., Google Analytics) to understand how users interact with our site. You can manage your cookie preferences in your browser settings.

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## 9. Security

We take appropriate security measures to protect your data from loss, misuse, or unauthorised access, including encryption and access control.

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## 10. Contact Us

If you have questions about this policy or your data, contact:

Hitscan  
Email: [jp@hitscan.co](mailto:jp@hitscan.co)