

Privacy Policy

Structure Recruitment Group Limited · Registered in England, company number 13223508 · Last updated 10 September 2026

Background

Structure Recruitment Group Limited understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone who visits this website, **www.structurerecruitment.com** ("Our Site"), and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

This Privacy Policy also explains how we collect, use and store personal data belonging to our clients and candidates within the construction industry, including Right to Work documentation and details of trade qualifications, permits and certifications, which we hold and manage using our client and candidate relationship management (CRM) system, Cadence CRM.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of this Privacy Policy is requested and accepted.

1. Definitions and Interpretation

In this Policy the following terms shall have the following meanings:

"Cadence CRM"

means the client and candidate relationship management system used by us to store and manage records, including Right to Work documentation, qualifications, permits and certifications;

"Candidate"

means an individual who registers with us, or is put forward by us, for work or engagement opportunities within the construction industry;

"Client"

means a business that engages us to supply temporary, contract or permanent staff;

"Cookie"

means a small text file placed on your computer or device by a website you visit, or by a service embedded in that website. Details of the Cookies relevant to Our Site are set out in Part 14, below; and

"Cookie Law"

means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003.

2. Information About Us

Our Site is owned and operated by Structure Recruitment Group Limited, a limited company registered in England under company number 13223508.

- **Registered address:** 2a The Quadrant, Epsom, Surrey, KT17 4RH
- **Main trading address:** 2a The Quadrant, Epsom, Surrey, KT17 4RH
- **Person responsible for data protection:** Luke Broughton, Director
- **Email address:** LB@structurerecruitment.com

- **Telephone number:** +44 (0) 7830 620297
 - **Postal address:** 2a The Quadrant, Epsom, Surrey, KT17 4RH
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3. What Does This Policy Cover?

This Privacy Policy applies to your use of Our Site, and to the personal data we hold about our candidates and clients. Our Site may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

4. What Is Personal Data?

Personal data is defined by the UK GDPR and the Data Protection Act 2018 (collectively, “the Data Protection Legislation”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

5. What Are My Rights?

Under the Data Protection Legislation, you have the following rights, which we will always work to uphold:

- The right to be informed about our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 15.
- The right to access the personal data we hold about you. Part 13 will tell you how to do this.
- The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 15 to find out more.
- The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold. Please contact us using the details in Part 15 to find out more.
- The right to restrict (i.e. prevent) the processing of your personal data.
- The right to object to us using your personal data for a particular purpose or purposes.
- The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 15.

It is important that your personal data is kept accurate and up to date. If any of the personal data we hold about you changes, please keep us informed for as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner’s Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. We would welcome the opportunity to resolve your concerns ourselves, however, so please contact us first, using the details in Part 15.

6. What Data Do You Collect and How?

Depending upon your use of Our Site, and on whether you engage with us as a candidate or a client, we may collect and hold some or all of the personal and non-personal data set out in the table below, using the methods also set out in the table. Where you engage with us as a client or candidate in the construction industry, this also includes Right to Work documentation and details of your trade qualifications, permits and certifications, which we collect, store and manage using Cadence CRM.

We do not collect any other 'special category' or 'sensitive' personal data, personal data relating to children, or data relating to criminal convictions and/or offences.

DATA COLLECTED	HOW WE COLLECT THE DATA
Identity information, including first name, last name and title.	Directly, by way of you completing forms on Our Site or by corresponding with us by post, phone, email or otherwise.
Contact information, including postal address, email address, telephone number and website address.	Directly, by way of you completing forms on Our Site or by corresponding with us by post, phone, email or otherwise.
Business information, including business name, job title and position.	Directly, by way of you completing forms on Our Site or by corresponding with us by post, phone, email or otherwise.
Candidate profile information, including the trades you work in, your availability, your work preferences, your employment history and the content of your CV.	Directly, by way of you registering with us, sending us your CV, or speaking with us at interview.
Payment information, including bank account details for the payment of wages, and bank and invoicing details for our clients.	Directly, by way of you completing forms or by corresponding with us by post, phone, email or otherwise.
Right to Work and immigration compliance information, including passport, visa and biometric residence permit details, and Home Office share code / right to work check outcomes.	Directly, by way of you providing this information as part of your registration or engagement as a candidate, and/or via our verification of Home Office online right to work checks.
Qualifications, trade permits and certifications, including CSCS card details, trade certificates, training records, licences and site induction records.	Directly, by way of you providing this information as part of your registration, or via verification with the relevant issuing body, training provider, employer or site operator.
Technical information, including IP address and browser type.	Automatically, through our web server logs, and through the third-party services described in Part 14 when you load a page of Our Site.
Aggregated data, such as statistical or demographic data, which is not used to identify you.	Derived by us from the data described above.

7. How Do You Use My Personal Data?

Under the Data Protection Legislation, we must always have a lawful basis for using personal data. The following table describes how we will or may use your personal data, and our lawful bases for doing so:

WHAT WE DO	WHAT DATA WE USE	OUR LAWFUL BASIS
Responding to an enquiry you send us through Our Site.	Identity and Contact.	Legitimate interests.
Registering you with us as a candidate and matching you to suitable roles, projects or sites.	Identity, Contact, Candidate profile, and Qualifications and permits.	Performance of a contract and Legitimate interests.
Verifying and recording your Right to Work in the UK.	Identity, Contact, and Right to Work documentation.	Legal obligation (compliance with the Immigration, Asylum and Nationality Act 2006 and related Home Office guidance).
Verifying and recording your trade qualifications, permits and certifications.	Identity, Contact, and Qualifications and permits.	Performance of a contract, Legal obligation (health and safety legislation) and Legitimate interests.
Supplying our recruitment services to our clients, including putting candidates forward for roles.	Identity, Contact, Business, Candidate profile, and Qualifications and permits.	Performance of a contract and Legitimate interests.
Arranging payment of wages to candidates, and invoicing our clients.	Identity, Contact and Payment.	Performance of a contract and Legal obligation (tax, CIS and related reporting).
Communicating with you about a role, placement or assignment.	Identity and Contact.	Performance of a contract and Legitimate interests.
Supplying you with information by email and/or post that you have opted in to receiving. You may opt out at any time using the opt-out options on our emails and forms.	Identity and Contact.	Consent.
Keeping records for legal, accounting and reporting purposes, and for use as evidence in any civil or criminal proceedings.	All categories.	Legal obligation and Legitimate interests.
Keeping Our Site and our systems secure.	Technical.	Legitimate interests.

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email and/or telephone and/or text message and/or post with information, news, and offers on our services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the Data Protection Legislation and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt out. We will always obtain your express opt-in consent before sharing your personal data with third parties for marketing purposes and you will be able to opt out at any time.

Third parties

We use the following third parties to help us run our business and Our Site. Please note that we do not control the activities of such third parties, nor the data that they collect and use themselves, and we advise you to check the privacy policies of any such third parties.

- **Cadence CRM** — our client and candidate relationship management system, used to store and manage identity, contact, candidate profile, qualification, permit and Right to Work records, and to host the contact form embedded on Our Site.

- **Our website developer and hosting provider** — who build and host Our Site on our behalf.
- **Our accountants, payroll provider and professional advisers** — including our bankers, auditors, lawyers and insurers, where they need the information to provide their services to us.

Some of these third parties may place Cookies on your device. Please refer to Part 14 for more information on Cookies and how to control them.

We will only use your personal data for the purpose(s) for which it was originally collected unless we reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal data for that purpose. If we do use your personal data in this way and you wish us to explain how the new purpose is compatible with the original, please contact us using the details in Part 15.

If we need to use your personal data for a purpose that is unrelated to, or incompatible with, the purpose(s) for which it was originally collected, we will inform you and explain the legal basis which allows us to do so.

In some circumstances, where permitted or required by law, we may process your personal data without your knowledge or consent. This will only be done within the bounds of the Data Protection Legislation and your legal rights.

8. How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

TYPE OF DATA	HOW LONG WE KEEP IT
Identity information, including name and title.	We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including to satisfy any legal, accounting or reporting requirements. Because of our contractual and accounting obligations, these details may be kept for up to 7 years.
Candidate profile information, including trades, availability, work preferences, employment history and CV content.	We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including to satisfy any legal, accounting or reporting requirements. Because of our contractual and accounting obligations, these details may be kept for up to 7 years.
Contact information, including address, email address, telephone numbers and social media profiles.	Retained until a client's contract has been terminated and all outstanding monies have been collected — usually 2 months after the termination date.
Business information, including business name, title, address, company number and industry.	Retained until a client's contract has been terminated and all outstanding monies have been collected — usually 2 months after the termination date.
Payment information, including bank account details.	Retained until a client's contract has been terminated and all outstanding monies have been collected — usually 2 months after the termination date.
Technical information, including IP address and browser type.	Retained until a client's contract has been terminated and all outstanding monies have been collected — usually 2 months after the termination date.
Right to Work and immigration compliance documentation.	In line with Home Office guidance, copies of Right to Work checks are retained for the duration of your engagement with us and for a further 2 years after your engagement ends.

TYPE OF DATA	HOW LONG WE KEEP IT
Qualifications, trade permits and certifications.	Retained for the duration of your engagement with us and reviewed on renewal or expiry. Expired records are retained for up to 2 years after your engagement ends for compliance and audit purposes.

9. How and Where Do You Store or Transfer My Personal Data?

We aim to store your personal data within the UK. Where one of the third parties described in Part 7 processes personal data outside the UK — in what are known as “third countries” — we will take additional steps to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the Data Protection Legislation. We do this by relying on UK adequacy regulations where they apply to the country in question, and by putting in place the International Data Transfer Agreement (or the UK Addendum to the EU Standard Contractual Clauses) where they do not.

Please contact us using the details in Part 15 for further information about the particular data protection safeguards used by us when transferring your personal data to a third country.

The security of your personal data is essential to us, and to protect your data we take a number of important measures, including the following:

- limiting access to your personal data to those employees, agents, contractors, and other third parties with a legitimate need to know, and ensuring that they are subject to duties of confidentiality;
- using role-based access controls within Cadence CRM to restrict Right to Work documentation, qualifications, permits and certifications to those employees who genuinely need to see them for compliance, recruitment or site-management purposes;
- maintaining procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data), including notifying you and/or the Information Commissioner’s Office where we are legally required to do so.

10. Do You Share My Personal Data?

We will not share any of your personal data with any third parties for any purposes, subject to the exceptions set out in Part 7 under “Third parties”, and in this Part 10.

Where you have registered with us as a candidate, we will share the personal data necessary for you to be considered for a role — which may include your CV, your qualifications, permits and certifications, and confirmation that your Right to Work has been verified — with the client whose role you are being put forward for, and with the operator of the site you are to work on where they require it for site access, induction or health and safety purposes.

If we sell, transfer, or merge parts of our business or assets, your personal data may be transferred to a third party. Any new owner of our business may continue to use your personal data in the same way(s) that we have used it, as specified in this Privacy Policy.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

If any of your personal data is shared with a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party’s obligations under the law, as described above in Part 9.

If any personal data is transferred outside of the UK, we will take suitable steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the Data Protection Legislation, as explained above in Part 9.

11. How Can I Control My Personal Data?

In addition to your rights under the Data Protection Legislation, set out in Part 5, when you submit personal data via Our Site, you may be given options to restrict our use of your personal data. In particular, we aim to give you strong controls on our use of your data for direct marketing purposes, including the ability to opt out of receiving emails from us, which you may do by unsubscribing using the links provided in our emails and at the point of providing your details.

You may also wish to sign up to one or more of the preference services operating in the UK: the Telephone Preference Service (“the TPS”), the Corporate Telephone Preference Service (“the CTPS”), and the Mailing Preference Service (“the MPS”). These may help to prevent you from receiving unsolicited marketing. Please note, however, that these services will not prevent you from receiving marketing communications that you have consented to receiving.

12. Can I Withhold Information?

You may access Our Site without providing any personal data at all. You only need to provide personal data if you choose to contact us, or to register with us as a candidate or client.

If you engage with us as a candidate, we are required by law to verify your Right to Work in the UK, and we may be required to verify your qualifications, permits and certifications before you can be put forward for a role or admitted to a site. If you choose not to provide that information, we will not be able to place you.

You may restrict the use of Cookies. For more information, see Part 14.

13. How Can I Access My Personal Data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 15. To help us respond as quickly as possible, please tell us what personal data you are asking for, and give us enough information to identify you and to locate your records.

There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We aim to respond to your subject access request within 21 days and, in any case, not more than one month after receiving it. Normally, we aim to provide a complete response, including a copy of your personal data, within that time. In some cases, however, particularly if your request is more complex, more time may be required, up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

14. How Do You Use Cookies?

Our Site does not set any Cookies of its own. We do not use advertising Cookies, and we do not use website analytics. For that reason, Our Site does not show a Cookie consent pop-up.

Our Site does, however, load a small number of resources from third parties. When your browser loads one of these, it sends that third party information about the request, including your IP address:

- **Google Fonts** (fonts.googleapis.com and fonts.gstatic.com) — used to load the typefaces Our Site is set in.
- **Cadence CRM** (cadencecrm.co.uk) — our contact form is embedded from Cadence CRM. If you use that form, Cadence CRM may set Cookies that are strictly necessary for the form to function and to prevent spam submissions. Under Cookie Law, your consent is not required for strictly necessary Cookies, but it is still important that you are aware of them.

All Cookies relevant to Our Site are used in accordance with current Cookie Law.

In addition, you can choose to enable or disable Cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to disable all Cookies or only third-party Cookies. By default, most internet browsers accept Cookies, but this can be changed. For further details, please consult the help menu in your internet browser or the documentation that came with your device.

You can choose to delete Cookies on your computer or device at any time; however, you may lose any information that enables you to access websites more quickly and efficiently.

It is recommended that you keep your internet browser and operating system up to date, and that you consult the help and guidance provided by the developer of your internet browser and the manufacturer of your computer or device if you are unsure about adjusting your privacy settings.

15. How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details, for the attention of Luke Broughton, Director:

- **Email address:** LB@structurerecruitment.com
- **Telephone number:** +44 (0) 7830 620297
- **Postal address:** Structure Recruitment Group Limited, 2a The Quadrant, Epsom, Surrey, KT17 4RH

16. Changes to this Privacy Policy

We may change this Privacy Policy from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be immediately posted on Our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up to date. This Privacy Policy was last updated on 10 September 2026.

17. Attribution

This Privacy Policy has been created using a document template from www.simply-docs.co.uk.