

JOBS FOR PLANET

Privacy Policy

Last updated: 23 February 2026

1. Who We Are (Data Controller)

Jobs For Planet Ltd
80 Coleman Street
London, England, EC2R 5BJ
Company number:14720610
Email: hello@jobsforplanet.com

For the purposes of the General Data Protection Regulation (GDPR) and applicable UK data protection law, Jobs For Planetf Ltd is the data controller of your personal data.

If you are located in the European Economic Area (EEA), we process your personal data in accordance with EU GDPR requirements.

Where required under Article 27 GDPR, we will appoint an EU representative.

2. The Types of Personal Data We Collect

A. Candidates

We may collect:

- Name, address, phone number, email
- CV and employment history

- Education and qualifications
- Salary expectations
- Interview notes
- Right-to-work documentation
- References
- Immigration status (where required)
- Limited financial information (only where legally required)
- Criminal conviction data (only where legally required and authorised by law)
- Diversity data (only with explicit consent)

Criminal conviction data is processed strictly in accordance with applicable law and subject to appropriate safeguards.

We only collect information that is necessary for legitimate recruitment purposes.

B. Prospective Candidates

If we source your profile from platforms such as LinkedIn, we may collect:

- Name
- Job title
- Public employment history
- Public contact details

We only collect information relevant to potential recruitment engagement.

C. Clients

We collect:

- Contact names
- Business contact details
- Role requirements
- Contractual information
- Billing information

D. Referees

If you are listed as a referee, we collect:

- Name
- Contact details
- Professional relationship to the candidate

3. Legal Basis for Processing

We process personal data under the following lawful bases:

Contract

Where processing is necessary:

- To introduce candidates to employers
- To provide recruitment services
- To manage client contracts

Legitimate Interests

Where it is necessary for:

- Matching candidates with roles
- Business development
- Improving our services
- Preventing fraud

Where we rely on legitimate interests, we have carried out a Legitimate Interest Assessment to ensure your rights and freedoms are not overridden.

Legal Obligation

Where required by:

- Employment law
- Tax law
- Right-to-work verification laws
- Regulatory compliance obligations

Explicit Consent

We rely on consent for:

- Marketing communications (where required by law)
- Processing special category data (e.g., diversity data)

You may withdraw consent at any time.

4. How We Use Your Data

We use personal data to:

- Match candidates with suitable roles

- Introduce candidates to clients
- Communicate regarding opportunities
- Verify references and qualifications
- Comply with legal and regulatory obligations
- Send relevant updates or marketing communications (where permitted)

We do not carry out automated decision-making or profiling that produces legal or similarly significant effects.

5. Who We Share Your Data With

We may share personal data with:

- Clients for recruitment purposes
- IT and CRM service providers
- Payroll providers (where applicable)
- Professional advisers (legal, accounting)
- Regulatory or legal authorities where required

All third-party processors are subject to appropriate contractual safeguards.

We do not sell personal data.

6. International Transfers

As a UK-based company operating internationally, we may transfer personal data outside the UK or EEA.

Where we do so, we rely on:

- The UK International Data Transfer Agreement (IDTA)
- EU Standard Contractual Clauses (SCCs)
- Adequacy decisions issued by the UK Government or European Commission

7. Data Retention

We retain personal data only for as long as necessary for the purposes for which it was collected, in accordance with Article 5(1)(e) GDPR (storage limitation principle).

Candidates

We retain candidate personal data for up to 5 years from the date of last meaningful contact.

“Last meaningful contact” includes:

- Direct communication between us and you (e.g. email, phone, interview discussion)
- Your application for a role
- Your request to be considered for opportunities
- Ongoing placement discussions

We retain data for this period due to the long-term and relationship-based nature of professional recruitment and talent placement cycles.

After this period, your data will be securely deleted or anonymised unless:

- Continued retention is necessary for legal or regulatory reasons, or
- There is a documented and lawful justification for continued retention

We conduct periodic reviews of our candidate database to ensure information remains accurate and retention remains appropriate.

Clients

Client data is retained for the duration of the contractual relationship and for any applicable statutory retention period (for example, tax and accounting obligations).

Referees

Referee data is retained for as long as it remains relevant to the candidate record, and no longer than necessary.

You may request deletion of your personal data at any time, and we will assess and respond to such requests in accordance with applicable data protection law.

8. Your Rights

Under GDPR, you have the right to:

- Access your personal data
- Rectify inaccurate data
- Request erasure
- Restrict processing
- Object to processing
- Data portability

- Withdraw consent (where applicable)

To exercise your rights, contact:

hello@jobsforplanet.com

You also have the right to lodge a complaint with:

- The Information Commissioner's Office (ICO), or
 - Your local EU supervisory authority
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9. Cookies & Website Data

Our website uses cookies to:

- Ensure essential functionality
- Analyse website usage
- Improve performance

Non-essential cookies are only used with your consent. You may manage your cookie preferences through our cookie banner.

10. Security

We implement appropriate technical and organisational measures to protect personal data against:

- Unauthorised access
- Loss
- Misuse
- Alteration
- Disclosure

Access to personal data is restricted to authorised personnel only.

11. Changes to This Policy

We may update this Privacy Policy from time to time. Material changes will be communicated via our website.