Data Protection — Your Information and Your Rights

Equation Limited trading as Equation Recruitment · ICO registration Z1893119 · Version 1.0 · 18 October 2026

Equation Limited is responsible for the personal information we hold about you. Our **privacy notice** explains in full what we hold, why, who we share it with and how long we keep it.

In short

- We use your information to find you work, check you can work legally, pay you correctly and meet the law.
- We share it only where needed: with clients you're put forward to (with your agreement), our payroll bureau, HMRC, your pension provider, and the Home Office for right-to-work checks.
- We keep it secure, in the UK where possible, and only as long as needed. If you're never put forward to a client, we delete your details 12 months after we were last in touch.

Your rights

You can ask us, free of charge, to:

- give you a copy of your information (we reply within **one month**)
- correct it
- delete it, or stop using it, where the law allows
- not use it for marketing

How to ask or complain

- Email **payroll@equationrecruitment.co.uk** (subject "Data protection") or phone **01869 323444**
- Online: **Raise a concern** at equationrecruitment.co.uk/policies
- If you're not happy with our answer: **Information Commissioner's Office**, ico.org.uk, 0303 123 1113

Owner: Jason Norman, Managing Director. Reviewed every year.