

Data (Use and Access) Act 2025 (DUAA) Policy

Mammoth Recruitment and HR Services Ltd

Policy Statement

Mammoth Recruitment and HR Services Ltd is committed to protecting personal information and ensuring compliance with all applicable UK data protection legislation, including:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Privacy and Electronic Communications Regulations (PECR)
- Data (Use and Access) Act 2025 (DUAA)

This policy outlines our commitment to the lawful, fair and transparent processing of personal information in accordance with current legislation and regulatory guidance.

Purpose

The purpose of this policy is to ensure that Mammoth Recruitment and HR Services Ltd processes personal data responsibly while supporting efficient recruitment services for candidates and clients.

We recognise that the Data (Use and Access) Act 2025 introduces updates to the UK data protection framework and we are committed to reviewing our procedures as legislation and regulatory guidance continue to develop.

Scope

This policy applies to:

- Candidates
- Clients
- Suppliers
- Employees
- Contractors
- Website users

and covers all personal information processed by Mammoth Recruitment and HR Services Ltd.

Data Protection Principles

We will ensure that personal information is:

- Processed lawfully, fairly and transparently.
 - Collected for specified and legitimate purposes.
 - Adequate, relevant and limited to what is necessary.
 - Accurate and kept up to date.
 - Retained only for as long as necessary.
 - Processed securely and protected against unauthorised access, loss or misuse.
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Recruitment Data Processing

As a recruitment and HR services provider, we may process:

- Candidate CVs
- Employment histories
- Qualifications and certifications
- Contact information
- Interview notes
- Reference information
- Right-to-work documentation
- Client contact details

Information will only be processed where there is a lawful basis to do so.

Transparency and Candidate Rights

Individuals have the right to:

- Request access to their personal data.
- Request correction of inaccurate information.
- Request deletion where appropriate.
- Restrict processing.
- Object to processing.
- Withdraw consent where consent is relied upon.

Requests will be handled in accordance with applicable legal requirements.

Subject Access Requests

Mammoth Recruitment and HR Services Ltd will respond to Subject Access Requests in accordance with UK GDPR and the Data (Use and Access) Act 2025.

Where clarification is reasonably required to identify information requested, response times may be paused in accordance with applicable legislation until sufficient information has been provided.

Automated Decision-Making

Mammoth Recruitment and HR Services Ltd does not currently make recruitment decisions based solely on automated processing.

All recruitment decisions involving candidate suitability, shortlisting or recommendations are subject to human review and professional judgement.

Should automated processing be introduced in the future, appropriate safeguards will be implemented in accordance with applicable legislation.

Data Security

We maintain appropriate technical and organisational measures to protect personal information, including:

- Secure systems and devices
 - Password protection
 - Access controls
 - Staff awareness of confidentiality obligations
 - Secure disposal of personal information when no longer required
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Data Retention

Candidate information will generally be retained for up to 24 months following the last meaningful contact unless:

- Consent is withdrawn;
- Earlier deletion is requested and appropriate; or
- A longer retention period is required by law.

Data Breaches

Any actual or suspected personal data breach will be investigated promptly.

Where required by law, breaches will be reported to the relevant supervisory authority and affected individuals in accordance with applicable legal requirements.

Responsibility

Overall responsibility for compliance with this policy rests with:

Katie Chalmers

Director

Mammoth Recruitment and HR Services Ltd

Email: Katie@mammothhr.uk

Telephone: 07860 677848

Review

This policy will be reviewed periodically and updated to reflect legislative changes, regulatory guidance and business requirements.

Mammoth Recruitment and HR Services Ltd

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Company Registration Number: 17217362