Privacy Notice – v1.2

V1.2 June 2026
(based on APSCo model Privacy Notice – v4.2 Dec 2023)

Synergize Consulting is committed to protecting and respecting your privacy. To provide an effective service we need to gather some personal data which will only be used to find a placement and administer your contract. This document describes how data, personal to you, will be gathered, stored, processed, and retained.

Finding a placement

We will take your CV, along with phone number and full postal address for contact.

We will pass on your CV, and if requested your location (for some roles some clients prefer local candidates), to our clients for consideration.

Administering a contract

We will gather from you and store, depending on client requirements, the following personal data: -

- full name, contact email address, contact phone number, company name, date of birth, NI number, full personal postal address, bank details (solely for making payments).

We will gather from the Client, as required by them, and store: -

- job role-id, job title, work base location, job level, account, project, client provided employee number, client provided email address, role end date, client work manger, client hiring manager.

We will agree with you and/or the Client and store: -

- contract start/end dates and your pay rate. Also, if required by the Client, criticality.

All data stored will be retained for the duration of your contract as it is necessary for the performance of the contract, and for 6 years after your contract end date to correspond with a regulatory requirement that we must keep accounts for that period. Holding this data also allows us to have your details to hand for consideration and contact with you, if the same role, or a similar one, becomes available.

Important rights

You have the right to: -

- request a copy of your personal data that we hold at any time. *Note, this does not include Client commercially sensitive information*. You also have the right to data portability, which means we will endeavour to provide a copy of your personal data in a useful electronic format.
- request correction of any inaccuracies of your data. We ask that you help to ensure your personal data held is accurate by informing us of any changes, for example change of address or contact details.
- be forgotten. If you do not want your personal data to be retained after your contract ends, we will remove all data except for that required to be kept in order to comply with regulatory requirements.
- appropriate decision making. To provide the best quality of service we will assess your application by a suitably skilled and qualified individual and do not use computerised profiling.

To exercise any of these rights, or for any query related to your personal data, please email DPO@synergizecl.co.uk.

Information Commissioner's Office (ICO)

The ICO is the UK's independent authority set up to uphold information rights in the public interest. They can also offer advice. Their website is www.ico.org.uk

This Policy and all relevant obligations and responsibilities have been communicated throughout the organisation.

Synergize's Chief Operating Officer holds overall responsibility for environmental performance on behalf of the Board. Performance is reviewed annually at Board level.

This policy is publicly available upon request.

Cookies and Website Technologies

Our website may use cookies and similar technologies to improve functionality, analyse traffic, and personalise content.

Certain low-risk cookies may be used without explicit consent where permitted under UK law, including recent amendments introduced through the Data (Use and Access) Act 2025. Where consent is required, users will be presented with a cookie consent mechanism allowing them to manage their preferences.

You may also manage cookies through your browser settings.

Governing Law

This Privacy Policy shall be governed by and interpreted in accordance with the laws of England and Wales.

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