

GDPR Statement

1. Company Information:	2
2. Data Controller Information:	2
3. Purpose of Data Processing:	2
4. Types of Personal Data:	2
5. Legal Basis for Processing:	2
6. Data Retention:	3
7. Data Subject Rights:	3
8. Data Security:	3
9. Data Transfers:	3
10. Third-Party Processing:	3
11. Data Breach Notification:	3
12. Data Protection Officer (DPO):	3
13. Complaints:	4
14. Updates to the GDPR Statement:	4

1. Company Information:

- **Company Name:** The Yacht Stew Recruitment Ltd.
- **Registration Number:** 13963889
- **Registered Location:** United Kingdom

2. Data Controller Information:

- **Data Controller:** Gemma Hulbert
 - **Contact Details:**
 - **Email:** recruitment@theyachtstew.com
 - **Phone:** +44 (0)7729 264 716
 - **Mailing Address:** 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom

3. Purpose of Data Processing:

We process personal data for the following purposes:

- Candidate sourcing
- Client engagement
- HR management

4. Types of Personal Data:

We collect and process the following types of personal data:

- Names
- Contact details
- CVs
- References
- Certificates and licensing documentation

5. Legal Basis for Processing:

Our legal basis for processing personal data is **consent**.

6. Data Retention:

Personal data is kept in an Applicant Tracking System until the candidate closes their account.

7. Data Subject Rights:

Individuals can exercise their rights under GDPR (e.g., right to access, rectification, erasure, or data portability) by emailing the Data Protection Officer at recruitment@theyachtstew.com.

8. Data Security:

We have measures in place to ensure the security and confidentiality of personal data. In the event of a breach, we investigate the issue promptly and take immediate action to mitigate any risks.

9. Data Transfers:

We do not transfer personal data outside the European Economic Area (EEA).

10. Third-Party Processing:

We do not share personal data with third parties.

11. Data Breach Notification:

In the event of a data security breach, we will notify the Information Commissioner's Office (ICO) within 3 days. We will also document the breach internally, review the investigation outcome, and implement corrective measures as needed.

12. Data Protection Officer (DPO):

Our Data Protection Officer is Gemma Hulbert, who can be reached at recruitment@theyachtstew.com.



13. Complaints:

Individuals can lodge data protection-related complaints by emailing the Data Protection Officer at recruitment@theyachtstew.com.

14. Updates to the GDPR Statement:

We will review and update this GDPR statement on a yearly basis. The updated document will be available on our website for all candidates and clients to access.