Privacy Policy

Last updated: 22 July 2026

1. Who we are
2. Altiora Legal Group (“we”, “us”, “our”) is a UK-based legal recruitment agency. We introduce candidates to client organisations for permanent, temporary and contract roles within the legal sector.
3.

We are the “data controller” of the personal data we collect and use about candidates, clients, website users and other individuals we deal with in the course of our business.

If you have any questions about this Privacy Policy or how we handle your data, you can contact us at:

Email: info@altioralegalgroup.co.uk

What personal data we collect

2.1 Candidates and job applicants

For candidates and job applicants, we may collect:

- Contact details (name, address, email, phone number)
- CV and career history (education, qualifications, employment history, skills, languages)
- Professional information (current role, notice period, salary/fee expectations, work preferences, location preferences)
- Identification details where required (e.g. right to work documentation, copies of ID)
- Diversity information where voluntarily provided (e.g. gender, ethnicity, disability) – used only in line with equality and monitoring obligations
- References and information from referees
- Notes from interviews, calls and meetings
- Communications with you (emails, messages, call notes)

2.2 Clients and prospective clients

For clients and prospective clients, we may collect:

- Contact details (name, job title, organisation, email, phone number)
- Information about your organisation and recruitment needs
- Records of our communications and agreements

2.3 Website users and other contacts

For website users and other contacts, we may collect:

- Information you submit via forms (e.g. contact forms, CV upload, enquiry forms)
- Technical data such as IP address, browser type, device information and pages visited (via cookies and similar technologies – see our Cookie Policy)
- Marketing preferences and communication history

How we collect your data

We may collect personal data in the following ways:

- Directly from you – for example when you send us your CV, complete a form on our website, email or call us, connect with us on social media, or meet us at events
- From job boards and CV databases where you have made your details available to recruiters
- From professional networking sites (such as LinkedIn) where you have made your profile public or connected with us
- From referrals and recommendations (for example, from colleagues, former employers or other contacts)
- From our clients, where they share information about roles, hiring processes or feedback on candidates
- From publicly available sources such as company websites and professional directories

Our lawful bases for using your data

We only use your personal data where we have a lawful basis under UK data protection law. These include:

- Consent – where you have given us clear consent to process your data for a specific purpose (for example, to keep your CV on file for future roles or to send you marketing communications). You can withdraw your consent at any time.
- Contract – where processing is necessary to enter into or perform a contract with you (for example, when we are arranging an introduction or placement, or providing recruitment services to you or your organisation).
- Legal obligation – where we need to comply with a legal or regulatory obligation (for example, right to work checks, record-keeping, tax or accounting requirements).
- Legitimate interests – where processing is necessary for our legitimate business interests or those of a third party, and your interests and fundamental rights do not override those interests. Our legitimate interests include operating and developing our recruitment business, matching candidates to roles, building relationships with clients and candidates, and ensuring the security and integrity of our services.

How we use your personal data

For candidates and job applicants:

- Assessing your suitability for roles and matching you with opportunities
- Introducing you to clients and sharing your CV and relevant information with them
- Arranging interviews and managing the recruitment process
- Providing you with career advice and guidance
- Keeping you informed about relevant roles, market updates and events (where permitted by law)

For clients and prospective clients:

- Providing recruitment and related services
- Understanding your hiring needs and preferences
- Introducing suitable candidates and managing the recruitment process
- Managing our relationship, including contracts, billing and communications

For all users and contacts:

- Responding to enquiries and providing information you request
- Sending marketing communications where you have consented or where we are otherwise permitted to do so (you can opt out at any time)
- Improving our website, services and user experience
- Complying with legal and regulatory obligations
- Establishing, exercising or defending legal claims

1. Who we share your data with
2. We may share your personal data with:

- Clients – where you are a candidate and we believe a role may be suitable for you, we may share your CV and relevant information with our client organisations
- Candidates – where you are a client contact and we are arranging introductions or interviews
- Referees and former employers – to obtain references where appropriate and with your knowledge where required
- Payroll providers, umbrella companies or other intermediaries involved in contract or temporary assignments
- Professional advisers such as lawyers, accountants and insurers
- IT and system providers who support our website, databases, email and other business systems
- Regulators, law enforcement bodies or other authorities where required by law or to protect our rights or the rights of others

We require all third parties who process personal data on our behalf to respect the security of your data and to treat it in accordance with the law. We do not sell your personal data to third parties.

International transfers

In some cases, your personal data may be transferred outside the UK and the European Economic Area (EEA), for example where a client, candidate or service provider is based overseas or uses overseas systems.
Where we transfer your data outside the UK/EEA, we will ensure that appropriate safeguards are in place, such as:

- The country has been deemed to provide an adequate level of protection for personal data; or
- We use specific contracts approved for use in the UK/EEA which give personal data the same protection it has in the UK/EEA.

How long we keep your data

We keep personal data only for as long as necessary for the purposes for which we collected it, including for the purposes of satisfying any legal, accounting or reporting requirements.

Typical retention periods are:

- Candidates and job applicants: usually up to 6 years from our last meaningful contact with you, so that we can consider you for future roles and maintain accurate records of our dealings
- Clients and prospective clients: usually up to 6 years from the end of our relationship or last meaningful contact
- Unsuccessful applicants for specific roles: usually up to 2 years from the end of the recruitment process, unless you agree that we may retain your details for longer for future opportunities
- Marketing contacts: until you opt out or we determine that our communications are no longer relevant

We may retain data for longer where necessary to comply with legal obligations or to establish, exercise or defend legal claims.

Your rights

Under UK data protection law, you have the following rights in relation to your personal data (subject to certain conditions and exemptions):

- Right of access – to request a copy of the personal data we hold about you
- Right to rectification – to have inaccurate or incomplete data corrected
- Right to erasure – to ask us to delete or remove your personal data in certain circumstances
- Right to restriction – to ask us to suspend the processing of your personal data in certain circumstances
- Right to data portability – to request the transfer of your personal data to you or to a third party in a structured, commonly used and machine-readable format
- Right to object – to object to processing of your personal data where we are relying on legitimate interests or using your data for direct marketing
- Right to withdraw consent – where we rely on consent, you can withdraw it at any time (this will not affect the lawfulness of any processing carried out before you withdraw your consent).

To exercise any of these rights, please contact us at info@altioralegalgroup.co.uk. We may need to request specific information from you to help us confirm your identity and ensure your right to access your data.
You also have the right to lodge a complaint with the UK Information Commissioner's Office (ICO) if you are unhappy with how we use your data. You can find details at www.ico.org.uk.

Security
We take appropriate technical and organisational measures to protect your personal data against unauthorised access, accidental loss, destruction or damage. While we do our best to protect your personal data, no system can be completely secure and we cannot guarantee absolute security.

Cookies and similar technologies
Our website uses cookies and similar technologies to help it function effectively and to improve your experience. For more information about the cookies we use and how to manage your preferences, please see our separate Cookie Policy.

Changes to this Privacy Policy
We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated "Last updated" date. We encourage you to review this page periodically to stay informed about how we use your personal data.

If you have any questions about this Privacy Policy or how we handle your personal data, please contact us at info@altioralegalgroup.co.uk.