ALTIORA LEGAL GROUP

LEGAL SEARCH FIRM

CANDIDATE TERMS OF BUSINESS

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CANDIDATE TERMS OF BUSINESS

ALTIORA LEGAL GROUP LIMITED
TERMS OF BUSINESS
Permanent Recruitment Services
Version 1.0
Effective Date: 16th September 2026

These Terms and Conditions explain how Altiora Legal Group Limited, a company registered in England and Wales under company number 17302741 whose registered office is in County Durham ("we", "us", "our" or the "Agency"), provides recruitment services to candidates ("you" or the "Candidate").

By registering with the Agency, submitting your CV, applying for a vacancy through us or otherwise using our recruitment services, you acknowledge these Terms and Conditions.

Registration does not guarantee an interview, job offer or Placement.

1. **Our Services**
1.1. The Agency provides recruitment services, which may include:
a. identifying and informing you about potential employment or engagement opportunities;
b. introducing you to prospective employers or clients;
c. submitting your CV or professional profile for relevant vacancies, subject to the applicable arrangements and permissions;
d. coordinating interviews and communicating feedback where available; and
e. providing general information about recruitment processes and opportunities.
1.2. The Agency will use reasonable skill and care when providing its services.
1.3. We do not guarantee that we will identify a suitable role for you, secure an interview, obtain an offer or ensure that any employer will hire you.
1.4. Our services depend on the vacancies available, your experience and qualifications, the requirements of employers and other relevant circumstances.
1.5. Unless we expressly agree otherwise in writing, we do not provide legal, financial, immigration or career counselling services.

2. **Registration and Your Information**
2.1. When registering with the Agency, you agree to provide information that is accurate, complete and not misleading.
2.2. You must promptly tell us about material changes to your contact details, employment status, qualifications, professional registrations, availability or right to work where relevant to an application.

2.3. You should ensure that your CV and other application materials accurately represent your employment history, experience, qualifications and achievements.
2.4. You must not submit information that you know to be false, misleading, fraudulent or unlawfully obtained.
2.5. We may ask you to clarify information or provide evidence of qualifications, identity, references, professional registration or right to work where reasonably necessary for a recruitment process.
2.6. We may suspend or discontinue our services where we reasonably believe that information provided by you is materially inaccurate, fraudulent or otherwise inappropriate to rely upon.

3. **Candidate Introductions and Applications**
3.1. We will seek to identify opportunities that are reasonably relevant to your experience, skills and stated preferences, but we do not guarantee that every opportunity will be suitable.
3.2. Before submitting your personal information to an employer for a specific vacancy, we will obtain your permission or otherwise establish a lawful basis and meet any applicable legal requirements for that disclosure.
3.3. You should review the details of a vacancy carefully and raise any questions about salary, benefits, duties, location, working hours, contract type or other terms before accepting an offer.
3.4. We may communicate with prospective employers on your behalf where you have authorised us to do so or where otherwise lawful.
3.5. We cannot guarantee that an employer will respond to an application, provide feedback, arrange an interview or make an offer.
3.6. You remain free to accept or decline any opportunity. You are not obliged to accept an interview, offer or Placement presented by the Agency.

4. Your Responsibilities During Recruitment
4.1. You agree to:
a. provide accurate information during the recruitment process;
b. attend interviews or assessments that you have agreed to attend, or give reasonable notice if you cannot attend;
c. communicate promptly about your availability and any offers received;
d. inform us if you apply directly to an employer or are contacted independently about a role we have discussed with you, where this affects the recruitment process; and
e. comply with the reasonable and lawful recruitment requirements of prospective employers.
4.2. You are responsible for reviewing and understanding any employment or engagement contract offered to you before accepting it.
4.3. You should independently check that the role, employer, remuneration and working arrangements meet your needs.
4.4. We do not make employment decisions on behalf of employers unless expressly authorised to do so, and the final decision to hire you rests with the employer.

5.1. We will not charge you a fee for finding work or for our ordinary work-finding services where prohibited by applicable UK law.
5.2. We will not require you to pay a recruitment fee merely because an employer interviews, hires or engages you.
5.3. Any optional service that may lawfully be charged for will be explained separately, including its price and terms, before you agree to purchase it. You will not be required to purchase an optional service as a condition of receiving ordinary work-finding services where this is prohibited by law.
5.4. Nothing in these Terms and Conditions requires you to pay the Agency a fee for accepting a job offer or beginning employment.

6. Offers and Placements
6.1. An employer may make an offer subject to references, qualification checks, right-to-work checks, background checks, regulatory approval or other conditions.
6.2. We do not guarantee that an offer will remain available or that an employer will proceed with a proposed Placement.
6.3. You should not resign from existing employment, incur significant expenses or make other irreversible decisions in reliance on a prospective opportunity until you have received and considered the relevant written offer and any applicable conditions.
6.4. If you accept an offer, you are responsible for agreeing the terms of employment or engagement with the employer and complying with any obligations under that agreement.
6.5. We are not a party to your employment contract with an employer unless expressly stated in a separate written agreement.

7. Confidentiality
7.1. We will take reasonable steps to handle your personal and professional information confidentially and in accordance with applicable data protection law.
7.2. You should not provide confidential information belonging to a current or former employer unless you are authorised to disclose it.
7.3. Information about a prospective employer, vacancy or recruitment process may be confidential. Where we tell you that information is confidential, you agree not to disclose it to others except where authorised or legally required.
7.4. Nothing in this clause prevents you from making a protected disclosure or exercising any other right that cannot lawfully be restricted.

8. Data Protection and Privacy

8.1. The Agency will process your personal data in accordance with applicable data protection legislation, including the UK GDPR and the Data Protection Act 2018.

8.2. We may process information such as your CV, employment history, qualifications, contact details, salary expectations, interview feedback and information relevant to your applications.

8.3. We may use your information to:

a. assess your suitability for vacancies;

b. contact you about relevant employment opportunities;

c. submit your profile to prospective employers where authorised and lawful;

d. coordinate interviews and recruitment processes;

e. maintain recruitment records and respond to enquiries; and

f. comply with our legal obligations and establish, exercise or defend legal claims where appropriate.

8.4. We will only process and disclose your personal data where we have an appropriate lawful basis and comply with applicable transparency requirements.

8.5. We will not sell your personal information to third parties.

8.6. We will retain your personal data only for as long as necessary for the purposes described in our Privacy Notice, subject to legal, regulatory and record-keeping requirements.

8.7. You may have rights to access, correct, erase or restrict the use of your personal data, to object to certain processing, or to request data portability, subject to the applicable legal conditions.

8.8. To exercise your rights or ask questions about your data, contact info@altioralegalgroup.co.uk or consult our Privacy Notice at https://00c09826-4e76-4fd0-9bdb-6ac7210d8f0b.filesusr.com/ugd/aa982e_5a92051235ad47f5b84208842fab3c64.pdf

9. Equal Opportunities

9.1. The Agency aims to support fair and lawful recruitment practices.

9.2. We will not knowingly discriminate unlawfully in the provision of our services.

9.3. We encourage candidates to tell us about reasonable adjustments that may assist them during interviews or other stages of the recruitment process.

9.4. Employers remain responsible for their own recruitment decisions and legal obligations. We cannot guarantee that every prospective employer will meet every expectation or requirement.

10. Accuracy of Vacancy Information

10.1. Vacancy information is generally provided by prospective employers or derived from information available to the Agency.

10.2. We take reasonable care when communicating vacancy details but cannot guarantee that all information supplied by third parties is complete, accurate or up to date.

10.3. Salary ranges, benefits, job descriptions, work arrangements and hiring timelines may change during a recruitment process.

10.4. You should confirm material terms directly with the employer before accepting an offer.

11. Website Use

11.1. You must use our website lawfully and must not attempt to interfere with its operation, security or availability.

11.2. You must not upload malicious code, submit fraudulent applications, impersonate another person or use the website to distribute unlawful or misleading material.

11.3. Unless otherwise stated, the website content and branding are owned by or licensed to the Agency and must not be reproduced commercially without permission.

11.4. We may update, suspend or remove website content or functionality where reasonably necessary.

12. Limitation of Liability

12.1. We will provide our services with reasonable skill and care.

12.2. We are not responsible for an employer's independent decisions, the conduct of an employer, the terms offered by an employer, or changes to a vacancy outside our reasonable control.

12.3. To the fullest extent permitted by law, we are not liable for indirect or consequential losses arising from your use of our services, including loss of an anticipated opportunity, loss of earnings or loss of anticipated career progression, where such liability may lawfully be excluded.

12.4. Nothing in these Terms and Conditions excludes or limits liability for death or personal injury caused by negligence, fraud or fraudulent misrepresentation, or any other liability that cannot lawfully be excluded or limited.

12.5. Nothing in these Terms and Conditions removes or limits any statutory rights that you have and that cannot lawfully be excluded.

13. Suspension or Withdrawal of Services

13.1. You may ask us to stop contacting you about vacancies or to close your candidate registration by contacting info@altioralegalgroup.co.uk

13.2. We may suspend or discontinue our services where we reasonably consider it necessary, including where you request that we do so, a vacancy is withdrawn, our services are no longer available, or there is a reasonable concern about fraud or unlawful activity.

13.3. Any continued retention of personal data following closure of your registration will be governed by our Privacy Notice and applicable law.

14. Changes to These Terms

14.1. We may update these Terms and Conditions from time to time.

14.2. The latest version will be published on our website with its updated date.

14.3. Where a material change affects an ongoing service, we will take reasonable steps to bring the change to your attention where required by law.

15. Governing Law and Jurisdiction

15.1. These Terms and Conditions will be governed by the laws of England and Wales, subject to any mandatory rights or protections that apply to you.

15.2. Any dispute will be subject to the jurisdiction of the courts of England and Wales, subject to applicable legal requirements.

16. Contact Details

For enquiries about these Terms and Conditions, please contact:
Altiora Legal Group Limited
Email: info@altioralegalgroup.co.uk
Telephone: 03330509103
Company number: 17302743
Website: https://www.altioralegalgroup.co.uk/