

RAEORA, Recruitment and Employer of Record Alliance **GDPR Privacy Policy**

GDPR PRIVACY POLICY

Effective Date: Nov 2025 | Last updated: Nov 2025

Recruitment and Employer of Record Alliance (RAEORA) Limited (UK Company No. 15776754), (“we”, “us”, or “our”) is strongly committed to protecting your privacy and complying with data protection law. We safeguard both personal and non-personal information in line with the highest standards under the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

Recruitment and Employer of Record Alliance (RAEORA) (Pty) Ltd (South Africa Company Reg. 2025/479857/07) also acknowledges our responsibilities toward data subjects in other jurisdictions, including compliance with South Africa’s **Protection of Personal Information Act (POPIA)** where applicable.

OUR COMMITMENT

- Your information will not be shared, rented, or sold to any unauthorised third party.
- We use state-of-the-art security measures to protect your information from unauthorised access, misuse, or disclosure.
- You have full control over the information you share with us and can opt out of communications at any time.

Recruitment and Employer of Record Alliance (RAEORA) Limited processes personal data in accordance with the principles set out in **Article 5 of the UK GDPR**, ensuring data is:

- a. Processed lawfully, fairly, and transparently;
- b. Collected for specified and legitimate purposes only;
- c. Adequate, relevant, and limited to what is necessary;
- d. Accurate and kept up to date;
- e. Retained only as long as necessary; and
- f. Protected by appropriate technical and organisational security measures.

1. NOTICE – INFORMATION WE COLLECT

We clearly inform you when personally identifiable information (“personal data”) is requested and give you the choice to provide it or not.

As a recruitment and HR consultancy, we collect personal data when you:

- Register or apply for a job through our website;
- Submit your CV or upload professional documents;
- Register as a client or contact us about recruitment or HR services;
- Subscribe to newsletters or job alerts;
- Engage with us through email, phone, or online forms.

This information may include your:

- Full name, contact details, address, and professional title;
- Employment history, qualifications, and references;
- Job preferences and CV/resume details;
- Client company contact and business information;
- IP address and website usage data collected via cookies.

2. HOW WE USE YOUR PERSONAL INFORMATION

We use your personal information for the following purposes:

- To match candidates with suitable job opportunities;
- To contact candidates and clients regarding recruitment processes;
- To provide HR consultancy and business support services;
- To manage relationships with clients and candidates;
- To send service updates, newsletters, or job alerts (where consent has been given);
- To improve our website, systems, and service quality;
- To comply with legal or regulatory requirements.

3. CONSENT

When you provide personal data, you consent to its use for the purposes described above.

You may withdraw your consent at any time by contacting us at **info@raeora.co.uk** or by clicking “unsubscribe” in our communications.

If you choose not to provide certain data, you can still browse our website, but some services (such as job applications or registration) may not be available.

4. ACCESS AND ACCURACY

You are entitled to review, correct, or delete the personal data we hold about you. You may exercise these rights by contacting us at **info@raeora.co.uk** or submitting a request via our **Contact Us** page.

5. SECURITY OF INFORMATION

Recruitment and Employer of Record Alliance (RAEORA) Limited employs strong security measures to protect your personal data from unauthorised access, misuse, loss, or alteration.

This includes:

- Encryption and secure data storage;
- Password protection and firewalls;
- Limited employee access to personal data;
- Regular security monitoring and system updates.

All online submissions are transmitted using **SSL (Secure Socket Layer)** technology or equivalent.

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6. RETENTION OF INFORMATION

We retain data for no longer than is necessary for the purposes for which the personal data is processed and to provide our services and comply with legal, tax, and business obligations.

Candidate and client data (including CVs and communications) may be retained from the last interaction unless you request earlier deletion. We may also retain anonymised data for statistical or compliance purposes.

7. YOUR RIGHTS UNDER UK GDPR

As a data subject under UK GDPR, you have the following rights:

- **Access** – to request a copy of the personal data we hold about you;
- **Rectification** – to correct inaccurate or incomplete information;
- **Erasure (“Right to be Forgotten”)** – to request deletion of your data;
- **Restriction** – to limit the processing of your data;
- **Data Portability** – to receive your data in a structured, machine-readable format;
- **Objection** – to object to processing, particularly for direct marketing.

To exercise these rights, please email info@raeora.co.uk with your request. We will respond within one calendar month as required by law.

8. SHARING AND TRANSFERS

Your personal data may be shared with:

- Clients seeking recruitment services;
- Trusted third-party processors (e.g. hosting, software, or payroll providers);
- Professional advisors or regulators where legally required.

We ensure all third parties are bound by strict confidentiality and data protection obligations.

If data is transferred outside the UK (for example, to Recruitment and Employer of Record Alliance (RAEORA) Ltd (Pty) in South Africa, we implement appropriate safeguards, such as **Standard Contractual Clauses** or equivalent measures, to ensure lawful international transfers.

9. COOKIES AND TRACKING

Our website uses cookies to enhance user experience, track usage, and analyse traffic. You can manage or disable cookies through your browser settings. For details, see our **Cookie Policy**.

10. LINKED WEBSITES

Our Website may contain links to external websites. Recruitment and Employer of Record Alliance (RAEORA) Limited is not responsible for the content, privacy practices, or security of any third-party websites. We encourage you to review their privacy policies before providing personal data.

11. CHANGES TO THIS POLICY

We may update this Privacy Policy periodically to reflect changes in our practices or the law. Any updates will be posted on this page with a revised “Last Updated” date. If significant changes occur, we will notify users by email or via a website notice.

12. ENFORCEMENT AND COMPLAINTS

If you believe Recruitment and Employer of Record Alliance (RAEORA) Limited has not complied with this policy or your data protection rights, please contact us first at info@raeora.co.uk and we will promptly address your concerns.

If unresolved, you may contact the **Information Commissioner’s Office (ICO)** in the UK:
+44 0303 123 1113
www.ico.org.uk

12. CONTACT US

For questions, requests, or complaints regarding this GDPR Privacy Policy, please contact:

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