

Auxtronic - Privacy Policy

Last updated: October 2025

1. Introduction

Auxtronic Ltd (“we”, “us”, or “our”) is committed to protecting your personal data and respecting your privacy.

This Privacy Policy explains how we collect, use, and protect your personal information when you interact with us — whether as a candidate, client, supplier, or website visitor.

We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

Company name: Auxtronic Ltd

Registered office: The Lexicon, Mount Street, Manchester, M2 5NT

Company number: 12411243

Email: info@auxtronic.com

Website: www.auxtronic.com

3. What Data We Collect

Depending on how you engage with us, we may collect the following types of personal data:

Candidates

- Name, contact details (phone, email, address)
- CV, employment history, education, qualifications

- Right-to-work documentation (passport, ID, visa, etc.)
- References and interview feedback
- Salary expectations and notice period

Clients

- Business contact details (name, email, phone number)
- Company information, job requirements, feedback on candidates

Website Users

- IP address and browser information (for analytics)
- Form submissions and enquiry details

4. How We Collect Your Data

We collect data in the following ways:

- When you apply for a role through our website, job boards, or email
- When you contact us directly via phone, LinkedIn, or other channels
- When a third-party job board or partner refers your CV to us
- When clients provide business contact information to discuss recruitment needs

5. How We Use Your Data

We process your data for legitimate business purposes, including:

- Matching candidates with suitable job opportunities
- Contacting you regarding potential roles or placements
- Managing recruitment processes and client relationships
- Complying with legal or regulatory obligations
- Improving our website and services

We will only use your data when we have a lawful basis to do so (e.g., consent, legitimate interest, or contractual necessity).

6. Sharing Your Data

We may share your personal information with:

- Our clients, when submitting your CV for a suitable vacancy
- Third-party service providers (such as CRM systems, email software, or payroll partners)
- Legal or regulatory authorities when required to do so

We **never sell** your personal data to third parties.

7. Data Retention

We keep personal data only for as long as necessary for recruitment purposes or as required by law.

- Candidate CVs and profiles are typically retained for **2 years** unless you request deletion sooner.
- Client contact data may be retained for **business continuity** purposes.

If you'd like your data removed sooner, you can email [**info@auxtronic.com**](mailto:info@auxtronic.com) at any time.

8. Your Rights

Under UK GDPR, you have the following rights:

- The right to access a copy of your personal data
- The right to request correction of inaccurate data
- The right to request deletion of your data ("right to be forgotten")
- The right to restrict or object to processing
- The right to data portability

To exercise these rights, contact us at [**info@auxtronic.com**](mailto:info@auxtronic.com).

9. Security

We take appropriate technical and organisational measures to protect your data from loss, misuse, or unauthorised access.

This includes secure servers, password protection, and limited access to authorised personnel only.

10. Cookies and Website Analytics

Our website uses cookies to enhance your browsing experience and analyse traffic.

You can adjust your browser settings to block or delete cookies at any time.

For more information, please see our [Cookie Policy](#).

11. Third-Party Links

Our website may contain links to other sites.

We are not responsible for the privacy practices or content of external websites.

We encourage you to read the privacy policies of any third-party websites you visit.

12. Changes to This Policy

We may update this Privacy Policy occasionally to reflect business or legal changes.

The most recent version will always be available on this page.

13. Contact Us

If you have any questions or concerns about how we handle your data, please contact:

Managing Director

Auxtronic Ltd

Email: **info@auxtronic.com**

Address: The Lexicon, Mount Street, Manchester, M2 5NT