

ADVANCE 2 GO GROUP

COMMUNITY INTEREST COMPANY

Privacy Policy

How Advance 2 Go Group CIC collects, uses and protects personal data

Version 1.0

Approved by: Michael Giles LLB (Hons), Founder & Director

Date: May 2025 | Review date: May 2026

michael@advance2go.co.uk | advance2go.co.uk | Leeds, West Yorkshire

1. Introduction

Advance 2 Go Group Community Interest Company ("Advance 2 Go", "we", "us", "our") is committed to protecting the privacy and personal data of everyone we work with — including job seekers, employers, partners and visitors to our website.

This Privacy Policy explains what personal data we collect, why we collect it, how we use it, how long we keep it and your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Data Controller

Advance 2 Go Group Community Interest Company is the data controller for personal data processed under this policy.

Contact: Michael Giles LLB (Hons), Founder & Director

Email: michael@advance2go.co.uk | Phone: 07399 888 373

Address: Leeds, West Yorkshire

2. What Data We Collect

Job Seekers and Candidates

- Full name, contact details (email, phone, address)
- Employment history, skills and qualifications
- Criminal conviction information — including offence type, sentence received and release date
- Disclosure and Barring Service (DBS) check information where applicable
- Information about personal circumstances relevant to employment support
- Notes from meetings, calls and correspondence

Special Category Data

Information about criminal convictions is special category data under UK GDPR and attracts the highest level of protection. We only collect this data where strictly necessary for the provision of our recruitment and employment support services, and only with your explicit consent.

Employers and Partner Organisations

- Organisation name, address and contact details
- Names and contact details of individual contacts
- Information about vacancies, recruitment policies and hiring preferences
- Notes from meetings, calls and correspondence

Website Visitors

- IP address and browser information (collected automatically via server logs)
- Name, email address and message content submitted via the contact form

3. Lawful Basis for Processing

We process personal data on the following lawful bases under UK GDPR:

- Legitimate interests — for most employer and partner data, where our interest in running an effective recruitment service is not overridden by your rights
- Explicit consent — for special category data including criminal conviction information
- Contract — where processing is necessary to fulfil a service agreement
- Legal obligation — where required by law

4. How We Use Personal Data

- Matching job seekers to appropriate employment opportunities
- Providing disclosure coaching and legal guidance on the Rehabilitation of Offenders Act 1974
- Communicating with employers about candidates and vacancies
- Maintaining records of placements and outcomes for reporting purposes
- Applying for grants and contracts where outcome data is required by funders
- Improving our services

5. Data Retention

We retain personal data for the following periods:

- Candidate data: 3 years from the date of last contact or last placement
- Employer and partner data: 5 years from the end of the business relationship
- Website contact form submissions: 2 years from date of submission
- Financial records: 7 years in accordance with HMRC requirements

6. Sharing Personal Data

We do not sell personal data. We may share data in the following limited circumstances:

- With prospective employers, where a candidate has given explicit consent to be put forward for a specific role
- With statutory bodies (including HMPPS, probation services, DWP) where required under a contract or legal obligation
- With our accountant and legal advisers, under strict confidentiality obligations
- Where required by law or court order

7. Your Rights

Under UK GDPR you have the following rights:

- Right of access — to request a copy of the personal data we hold about you
- Right to rectification — to request correction of inaccurate data

- Right to erasure — to request deletion of your data in certain circumstances
- Right to restriction — to request that we limit how we use your data
- Right to portability — to receive your data in a structured, machine-readable format
- Right to object — to object to processing based on legitimate interests
- Right to withdraw consent — at any time, where processing is based on consent

To exercise any of these rights, contact michael@advance2go.co.uk. We will respond within one month.

8. Complaints

If you are unhappy with how we handle your personal data, you have the right to complain to the Information Commissioner's Office (ICO) at ico.org.uk or by calling 0303 123 1113.

9. Changes to This Policy

This policy is reviewed annually and updated as required. The current version is always available at advance2go.co.uk. This version: May 2025.