Privacy Policy, Fair Processing Notice

This policy is available online at https://uksearchlimited.com/privacy-policy/ and the below is a copy.

Privacy Policy

Last updated: 7th October 2026

This Privacy Policy describes our policies and procedures for collecting, using and disclosing your information when you use the Service. It also explains your privacy rights and how the law protects you.

We use Your Personal Data to improve and provide the Service. By using the Service, you agree to the collection and use of information in accordance with this Privacy Policy.

Please read UK search Limited's Privacy Policy carefully before using the Website. It is also important that you read UK Search Limited's terms and conditions which govern your use of the Website.

When UK Search Limited processes personal data on behalf of a Client, UK Search Limited acts as the Data Processor and the Client acts as the Data Controller. You have the right to request access to personal data held about you. Requests concerning information controlled by our Client should be directed to that Client; requests concerning information for which UK Search Limited is the Data Controller should be directed to UK Search Limited using the contact details in this policy.

UK Search Limited takes privacy seriously. This statement explains the types of information we collect and hold about you in connection with the Website and your account or accounts, how we obtain and use that information, and how you can ask for it to be corrected or updated If you do have any questions about this privacy statement, please contact dpo@uksearchlimited.com.

Interpretation

The words of which the initial letter is capitalised have meanings defined under the following conditions. The following definitions shall have the same meaning regardless of whether they appear in singular or in plural.

Definitions

For the purposes of this Privacy Policy:

- **Account** means a unique account created for You to access our Service or parts of our Service.
- **Affiliate** means an entity that controls, is controlled by or is under common control with a party, where "control" means ownership of 50% or more of the shares, equity interest or other securities entitled to vote for election of directors or other managing authority.
- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Agreement) refers to UK Search Limited – 4 Gander Lane, Barlborough Links, Chesterfield, Derbyshire, S43 4PZ.
- **Cookies** are small files placed on Your computer, mobile device or other device by a website. Among other uses, they may contain details of Your browsing activity on that website.
- **Country** refers to: United Kingdom
- **Device** means any device that can access the Service such as computer, a mobile phone or a digital tablet.
- **Personal Data** is any information that relates to an identified or identifiable individual.
- **Service** refers to the Website.
- **Service Provider** means any natural or legal person who processes the data on behalf of the Company. It refers to third-party companies or individuals employed by the Company to facilitate the Service, to provide the Service on behalf of the Company, to perform services related to the Service or to assist the Company in analysing how the Service is used.
- **Usage Data** refers to data collected automatically, either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit).
- **Website** refers to UK Search Limited – https://www.uksearchlimited.com/.
- **You** means that individual accessing or using the Service, or the company, or other legal entity on behalf of which such individual is accessing or using the Service, as applicable.

How UK Search Limited use your personal information

UK Search Limited collects information that you provide through the Website. We may also receive information from our Client or from third parties when your details are passed to us in connection with the services we provide

UK Search Limited collect for example, personal identifiable information to allow you to use the Website or use specific online services provided and this will depend on which services you access and use. Typically, UK Search Limited may collect, but is not limited to, the following information about you:

- Any information, including personal identifiable information you submit via the Website.
- Any information in relation to an account that is processed or serviced via the Website.

Some personal information is also gathered when you register to use the site and/or use the online services provided.

- Provide access to the Website services.
- Supply the service that UK Search Limited provide to you.
- Understand, evaluate, and improve UK Search Limited's services.
- Monitor your usage of the Website, which may include, but not limited to, how many times you visit the Website, your behavioural patterns, which pages you go to, traffic data, location data and the originating domain name of a user's internet service provider.
- Undertake statistical analysis.

UK Search Limited uses and collects your personal information to administer your account or accounts, including to perform Debt Collection Services. We may provide your personal information to third parties or to our agents so that they can trace your whereabouts or perform debt collection services. We may also send your personal information to a third-party representative whom you have appointed.

Processing of your personal data is for the purposes of legitimate interests pursued by the Data Controller (UK Search Limited or Our Client).

What we collect

Our Client (Data Controller) may send personal data to us about you and other information relevant to the service we provide to our client.

Sometimes UK Search Limited need to give information to their subcontractors or other suppliers so they can provide a service for UK Search Limited. Where UK Search Limited do this, we will ensure that the third party has adequate measures in place to continue to protect your rights. UK Search Limited may also disclose information if they believe that they have a legal or regulatory duty to do so.

Usage Data

Usage Data is collected automatically when using the Service.

Usage Data may include information such as Your Device's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Service that You visit, the time and date or Your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

When you access the Service by or through a mobile device, We may collect certain information automatically, including, but not limited to, the type of mobile device You use, Your mobile device unique ID, the IP address of Your mobile device, Your mobile operating system, the type of mobile internet browser You use, unique device identifies and other diagnostic data.
We may also collect information that Your browser sends whenever You visit our Service or when You access the Service by or through a mobile device.

Tracking Technologies and Cookies

We use Cookies and similar tracking technologies to track the activity on Our Service and store certain information. Tracking technologies used are beacons, tags, and scripts to collect and track information and to improve and analyse Our service. The technologies We use may include:

- **Cookies or Browser Cookies** – A cookie is a small file placed on Your Device. You can instruct Your browser to refuse all Cookies or to indicate when a Cookie is being sent. However, if you do not accept Cookies, You may not be able to use some parts of our Service. Unless you have adjusted Your browser setting so that it will refuse Cookies, our Service may use Cookies.
- **Web Beacons** – Certain sections of our service and our emails may contain small electronic files known as web beacons (also referred to as clear gifts, pixel tags, and single-pixel gifs) that permit the Company, for example, to count users who have visited those pages or opened an email and for other related website statistics (for example, recording the popularity of a certain section and verifying system and server integrity).

Cookies can be "Persistent" or "Session" Cookies. Persistent Cookies remain on your personal computer or mobile device when You go offline, while Session Cookies are deleted as soon as You close Your web browser. Learn about cookies on the Free Privacy Policy website article.
We use both Session and Persistent Cookies for the purposes set out below:

- **Necessary/Essential Cookies**
  - Type: Session Cookies
  - Administered by: Us
  - Purpose: These Cookies are essential to provide You with services available through the Website and to enable You to use some of its features. They help to authenticate users and prevent fraudulent use of user accounts. Without these Cookies, the services that You have asked for cannot be provided, and We only use these Cookies to provide You with those services.
- **Cookies Police/Notice Acceptance Cookies**

- Type: Persistent Cookies
- Administered by: Us
- Purpose: These Cookies identify if users have accepted the use of cookies on the Website.

- **Functionality Cookies**
  - Type: Persistent Cookies
  - Administered by: Us
  - Purpose: These Cookies allows us to remember choices You make when You use the Website, such as remembering your login details or language preference. The purpose of these Cookies is to provide you with a more personal experience and to avoid You having to re-enter your preferences every time You use the Website.

Credit Reference Agencies

UK Search Limited may provide details to the Credit Reference Agencies for information about you and any financial associate, if you have one, for example, a person with whom you have, or have had, joint personal financial arrangements such as joint accounts, or have made joint credit applications.

UK Search Limited may also obtain information from Credit Reference Agencies to Trace customers, to obtain certain credit application data and to prevent money laundering and/or fraud. UK Search Limited may also search public records, such as the Electoral Roll, which are available from Credit Reference Agencies to help UK Search Limited verify your identity or determine your financial status.

You can ask the Credit Reference Agencies, details below, for a copy of your credit file, they may charge a fee for this service. If there is anything incorrect on your file, you can ask them to add a Notice of Correction:

Experian Limited
Customer Support Centre
PO Box 9000
Nottingham
NG80 7WF
Website: https://www.experian.co.uk/

Equifax
Customer Service Centre
PO Box 10036
Leicester

LE3 4FS
Website: https://www.equifax.co.uk/

Transunion
Consumer Services Team
Transunion Information Group
One Park Lane
Leeds
LE3 1EP
Website: https://www.transunion.co.uk/

PLEASE NOTE:
The three main credit Reference, Experian, Equifax and Transunion, in conjunction with the Information Commissioners Office (ICO) and financial services trade associations, have developed a common form of Privacy Notice. This explains in much further detail about what the three Credit Reference Agencies role is and about how your data is handled and processed. The document also explains about your rights with regards to your personal data and how you can complain if necessary.
The document is called the **Credit Reference Agency Information Notice (CRAIN).**

Information for Recruitment Purposes

What Information Do We Collect About You?

Information Provided by You
We may collect personal data such as your name, contact details (including home and email addresses and telephone numbers), work history, employment preferences, references, identification documentation, and other usual information contained in a CV. We may also ask for and keep copies of your CV and other information provided, including proof of your eligibility to work in the United Kingdom as required by law. Additionally, we will ask for information needed to ensure appropriate payment (e.g., bank details and National Insurance Number). We may also inquire if you need any reasonable adjustments during the recruitment process or for a specific role. Where legally required, we may ask for details of any criminal offences and seek an up-to-date criminal records check.

Device information
If you use our website or interact with emails we send, we collect personal data from those interactions, such as your IP address and other device data needed to provide our online content.

Third Parties

We may obtain personal data about you from third parties include:

- Former employees and referees who provide references

- The Disclosing and Barring Service, Disclosure Scotland, Access Northern Ireland, or overseas police forces for criminal convictions (if needed)
- Credit reference agencies to check your financial standing
- Publicly available sources such as social media sites and Linkedin to enhance the information we hold.

Legal Grounds for Processing Your Personal Data

Under the Data Protection Act 2018, we rely on the following legal grounds to process your personal data:

- **Legitimate interests:** Including the efficient provision of our operations, processing and assessing your job application, optimising website performance and user experience, providing information about our company and services, and responding to requests and inquiries.
- **Performing a Contract:** To perform our obligations under a contract with you or to take steps to enter into the contract.
- **Compliance with Legal Obligation:** To comply with legal or regulatory obligations.
- **Consent:** In some circumstances, we will ask for your consent to process your personal data. You have the right to withdraw consent at any time.

UK Search Limited is committed to promoting equality, diversity, inclusion, and belonging in the workplace.

Sharing Your Personal Data

We may share your personal data with third-party service providers who assist us in our business activities. These third parties act as our data processors and are bound by strict contractual provisions to only process your personal data under our instructions and for the limited purposes we permit. These third parties include accountants, auditors, external legal advisors, IT providers, support and hosting service providers, printing, advertising, marketing and market research service providers, technical engineers, data storage and cloud providers, and other outsourced service providers.

We may also share your personal data with courts, tribunals, regulators and other governmental and public authorities to pursue legal remedies, enforce our terms and conditions, comply with legal processes, comply with applicable law, and respond to requests from public and governmental bodies.

How Long We Keep Your Personal Data

We retain your personal data in accordance with our data retention and destruction policy for as long as necessary to fulfil the purpose for which it was collected. This may include an ongoing purpose, such as maintaining our business relationship with you. When determining the retention period, we consider the purposes for processing the data; our legal, regulatory, accounting and reporting obligations; the nature and amount of personal data we hold; and the potential risk of harm arising from unauthorised use or disclosure.

When instructed by you, we will remove your records from our database unless required to keep them for legal or other legitimate reasons.

Data Security

We take the security of your personal data seriously and implement appropriate technical and organisational measures to protect it from unauthorised access, loss, alteration, or destruction. These measures include:

- **Access Controls:** Restricting access to personal data to authorised personnel only.
- **Encryption:** Using encryption technologies to protect personal data during transmission and storage.
- **Regular Audits:** Conducting regular audits and assessments of our data security practices to ensure compliance with legal and regulatory requirements.
- **Training:** Providing regular training to our employees on data protection and security best practices.
- **Incident Response:** Having a robust incident response plan in place to address any data breaches or security incidents promptly.

We are committed to continuously improving our data security measures to ensure the highest level of protection for your personal data.

Other Suppliers to UK Search Limited

UK Search Limited engage the services of other suppliers which may involve those suppliers being able to access or be supplied with some of your data. These suppliers are only used for the purposes of maintaining UK Search Limited's systems and facilities or for obtaining other data that you have consented for them to provide. The suppliers fall into the following categories:

- Secure data warehouse facility
- Network support
- Telephone system support
- Confidential waste shredding facility
- Consented telephone number/email and address suppliers.

These supplies will change from time to time. If you want details of any of these suppliers, then please contact us and we will supply details.

As mentioned above, we will ensure that the third party has adequate measures in place to continue to protect your rights.

Transfer of Personal Data

UK Search Limited may transfer personal data to a recipient in a third country where that recipient provides a service to UK Search Limited. When we do so, we ensure that the transfer complies with applicable data protection law and that appropriate safeguards are in place, which may include binding corporate rules.

All these provisions shall be applied to ensure that the protection of the data subject is not undermined.

Communications with UK Search Limited and our responsibility for customer confidentiality

Your preferences on how UK Search Limited communicate with you are very important. UK Search Limited may obtain or record details of your telephone numbers and email addresses you contact UK Search Limited from or provide to, and these may be recorded as your preferred method of contact, unless you say otherwise, in order for UK Search Limited or any 3rd parties to communicate with you in relation to your accounts.

UK Search Limited will not give your contact details to any 3rd parties which are not authorised or recognised by UK Search Limited.

UK Search Limited records telephone conversations to provide additional security for you and for UK Search Limited, to comply with our regulatory obligations, and to improve our quality and service standards. Conversations may also be monitored for training purposes.

UK Search Limited employees are responsible for maintaining customer confidentiality. We regularly train employees and test their understanding of their obligations. UK Search Limited may also be required to obtain sensitive personal details about you or your circumstances. Where we do so, we will obtain your consent to record that information and will treat it confidentially and in accordance with all data protection principles.

Your information is stored securely on UK Search Limited's database for a long as it is necessary to, in line with UK Search Limited's Data Retention Policy.

Disclosure of Your Personal Data

Business Transactions

If the Company is involve in a merger, acquisition or asset sale, Your Personal Data may be transferred. We will provide notice before Your Personal Data is transferred and becomes subject to a different Privacy Policy.

Law enforcement

Under certain circumstances, the Company may be required to disclose Your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

Other legal requirements

The company may disclose Your Personal Data in the good faith belief that such action is necessary to:

- Comply with a legal obligation
- Protect and defend the rights or property of the Company
- Prevent or investigate possible wrongdoing in connection with the Service
- Protect the personal safety of Users of the Service or the public
- Protect against legal liability

Security of Your Personal Data

The security of Your Personal Data is important to Us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect Your Personal Data, we cannot guarantee its absolute security.

Our Customer Service Promise

UK Search Limited aim to deal with each customer with empathy and respect and strive to be the best at what UK Search Limited do.

UK Search Limited have dedicated systems, controls, and procedures to provide each customer with fair treatment and positive outcomes.

UK Search Limited also wish to continually improve how UK Search Limited interact with you.

Financial Crime Prevention

UK Search Limited have systems that protect their customers and themselves against fraud and other crime, including money laundering.

Customer information can be used to prevent crime and trace those responsible.

As part of UK Search Limited's monitoring of the account and to service your account, by law UK Search Limited must confirm your name, address and other details which may be required to identify you.

Some Acts of Parliament oblige UK Search Limited to disclose customer information to certain bodies with statutory powers.

Children's Privacy

Our Service does not address anyone under the age of 18. We do not knowingly collect personally identifiable information from anyone under the age of 18. If you are a parent or guardian and You are aware that Your child has provided Us with Personal Data, please contact Us. If We become aware that We have collected Personal Data from anyone under the age of 18 without verification of parental consent, We take steps to remove that information from Our servers.

Links to Other Websites

Our Service may contain links to other websites that are not operated by Us. If You click on a third party link, You will be directed to that third party's site. We strongly advise You to review the Privacy Policy of every site You visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

Changes to this Privacy Policy

We may update Our Privacy Policy from time to time. We will notify You of any changes by posting the new Privacy Policy on this page.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

Your data and your rights

Under the data protection rules, you have a number of rights in respect of your information and the way we use it. Some of these rights only apply in certain situations. We explain below what rights you have.

- **Access your information**
  You can ask for:
  - Confirmation that we process your data
  - A copy of your personal data we hold
  - Other information about how we process your data

  We will provide you with a copy of your personal information which we hold unless the data protection rules provide an exception. We may also edit out the names of other individuals to protect their privacy. Wherever possible, we will provide you with a copy of your personal information in the same manner you make your request unless we agree otherwise with you.
- **Have information rectified**
  You can ask us to rectify your data if it is not accurate, complete, or up to date. We may need to ask you to provide evidence to confirm the changes.
- **Have your personal data erased**

You can ask us to delete your information where:

- We no longer need it
- We rely on your consent to use your data and you withdraw it
- You object to our processing and have no overriding legitimate grounds to continue processing it
- We are legally required to delete it.

This right does not apply where we are legally required to keep your data.

- **Restrict our processing**

  Examples of when you may ask us to restrict (not limited to):

  - You believe the data we hold about you is inaccurate whilst we check that it is accurate
  - You object to our processing your data while we reconsider our processing.

- **Objection to our processing**

  You can object to our use of your personal data, unless:

  - We have legitimate grounds for using your information or
  - We need to use your information to establish, exercise or defend a legal claim, for example where there are ongoing court proceedings.

- **Have your information transferred to you and/or a third party**
- **Not to be subject to automated decision-making**

We will always do our best to respond to your request within one month of receiving it and additional information we need to confirm your identify and understand your request.

Contact Us

If you have any questions about this Privacy Policy, you can contact us at the below address. UK Search Limited is a company registered in England and Wales.

Registered address:	Unit 4 Gander Lane Barlborough Chesterfield Derbyshire S43 4PZ
Email	dpo@uksearchlimited.com
Company Number	05321310
Telephone:	01246 384 842

To report any concerns to the ICO:

Helpline Number:	0303 123 1113
Website	https://ico.org.uk/

Approved By :	Gary Norris		
Date Approved :	02/10/2025	**Review Date :**	02/10/2027