

Privacy Policy

1. Who we are

We are Inovotek Solutions Ltd a global business and technology consultancy dedicated to the financial markets sector. We work exclusively on integrated trading, risk management, processing, and post-trade system Murex, helping to support financial institutions globally with a niche boutique service.

We act as a **data controller** when processing personal information about candidates and clients.

Contact details:

Dawson House
5 Jewry Street
London
EC3N 2EX

If you have questions about this policy or your data, you can contact us at admin@inovoteksolutions.com

2. What personal data we collect

We may collect and process the following types of information:

- **Candidates:** Name, contact details, CVs, employment history, qualifications, references, interview notes, and (where relevant) right-to-work documentation, diversity data, or background checks.
- **Clients:** Business contact information, job role requirements, and correspondence.

We will only collect what is necessary for consultancy purposes.

3. How we use your personal data

We use personal data to:

- Match candidates with job opportunities.
- Share candidate CVs and profiles with prospective clients (with candidate knowledge).
- Communicate with candidates and clients.
- Meet our legal and contractual obligations.

Our **lawful bases** for processing are:

- **Legitimate interest** – matching candidates to roles, maintaining business relationships.
- **Consent** – where required (e.g., sending job alerts or processing special category data).
- **Contract** – fulfilling agreements with clients and consultants.

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- **Legal obligation** – compliance with employment law, right-to-work checks, HMRC requirements.

4. Who we share your data with

We may share your data with:

- Clients for relevant consultancy opportunities.
- Third-party service providers (e.g., IT systems, cloud storage, payroll, background check services).
- Regulators or legal authorities where required by law.

We will not sell your personal data.

5. International transfers

If we transfer data outside the UK/EEA, we ensure appropriate safeguards are in place.

6. Data retention

We keep personal data only as long as necessary:

- Candidate records (CVs, applications, notes): As long as there are potential roles that meet your skill sets.
- Client contact details: As long as we have an active business relationship, or discussing potentially working together in the future.
- Legal/financial records: As required by law (typically 6 years).

You can request deletion of your data at any time.

7. Your rights under UK GDPR

You have the right to:

- Request access to your personal data.
- Correct inaccuracies.
- Request deletion (“right to be forgotten”).
- Restrict or object to processing.
- Request transfer of your data (data portability).
- Withdraw consent at any time (if consent is the lawful basis).

To exercise these rights, contact us at admin@inovoteksolutions.com. We will respond within one month.

8. Data security

We use appropriate technical and organisational measures to protect personal data, including:

- Secure storage and encryption.
- Access controls (only authorised staff can access candidate/client data).
- Staff training in GDPR and data protection.

9. Data breaches

Inovotek Solutions Ltd

Registered office: Dawson House, 5 Jewry Street, London EC3N 2EX • Company Registration Number:11895205

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If a data breach occurs that risks your rights and freedoms, we will notify the Information Commissioner's Office (ICO) within 72 hours and inform affected individuals where required.

10. Complaints

If you have concerns, please contact us first at admin@inovoteksolutions.com

You also have the right to lodge a complaint with **the Information Commissioner's Office (ICO)**:

- Website: <https://ico.org.uk>
- Helpline: 0303 123 1113

11. Updates to this policy

We may update this Privacy Policy from time to time. The latest version will always be available on our website or by request.

This policy has been approved & authorised by:

Name:	Karim Yahia
Position:	CEO
Date:	September 2025