

Privacy Policy 2026

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Policy Owner	Louise Leyden-Ahmed
Organisation	Precision Resource Group
Status	Approved

Privacy Statement

This Privacy Policy ("Policy") explains how your information is collected, used and disclosed by the Precision Resource Group ("We" or "Us" or "our").

This policy applies where we are acting as a Data Controller with respect to the personal data of our website visitors and service users; in other words, where we determine the purposes and means of the processing of that personal data.

We are committed to safeguarding the privacy of our website visitors and service users. We will never sell, share, or use your personal information other than as described here.

Security and Approved Use of AI

Access to recordings, transcripts, summaries and AI-generated outputs is restricted according to role, business need and system permissions. PRG applies reasonable technical and organisational measures designed to protect personal information from unauthorised access, loss, misuse or disclosure.

PRG personnel must use only approved technology when processing personal information and must comply with applicable information security, confidentiality, records management and AI governance requirements. Candidate CVs, employee records, call content and other personal information must not be entered into unapproved public or consumer AI services.

By using our website and agreeing to this Policy, you consent to our use of cookies in accordance with the terms of this Policy.

This is an important and complex area. To provide guidance and reduce the amount of work you need to do, this document is split into two sections.



Privacy Statement Summary:

Who will use my data?	Precision Resource Group
What for?	We will store and process your data in order to allow us to provide our services to you as a recruitment company. We will also send any relevant details to competent authorities and any other organisation that requires them by law.
What will happen if I contact you?	If you contact us as a candidate looking for work, we will use your information to send you the information that you have requested and updates, job vacancies and other information that we think you will be interested in. If you contact us as a client with possible vacancies to fill or with other related requests, we will use your information to send any requested information as well as updates and other information that we think you will be interested in as well as updates relevant to the positions advertised.
What data will be stored?	As an applicant, client, or employee, we will store your personal details such as application forms, identity documents and bank details in order to provide our services to you. We may also collect personal data about you from third parties, such as references supplied by former employers. As a potential employer, we will store any data required in order to provide our services to you and meet any contractual obligations. This might include potential contact information for example.

What data will be shared?	We will only share any data that is particularly relevant to our process in order to provide the services that we offer. We will only share information with the third parties detailed in this policy.
How long?	Your data will be stored for up to 7 years following the last contact we have with you, after which time your data will be deleted. For more information, please ask for our Data Retention policy
Who can access my data?	We will never sell, share or otherwise distribute your data to any other third party other than as described here. We will share your information with any regulator or legal body that requests it as well as any parties relevant to the application process. Whether that be client companies with possible vacancies, or applicants to any roles.
How is my data kept secure?	We will store your data on secure UK based servers which will be processed in the UK. We use industry standard security protocols/technology to secure your data.

We take your privacy seriously and will only use your personal information to provide the services you have requested from us and to send you information about services, vacancies and other information you may be interested in. We will never sell, share or use your personal information other than as described here.

About This Privacy Policy

The General Data Protection Regulation (GDPR) describes how organisations must collect, handle, process and store personal information. These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully. GDPR is underpinned by eight important principles. These say that personal data must:

- Be processed fairly and lawfully.
- Be obtained only for specific, lawful purposes.
- Be adequate, relevant and not excessive.
- Be accurate and kept up to date.
- Not be held for any longer than is necessary.
- Processed in accordance with the rights of the data subjects.
- Be protected in appropriate ways.
- Not be transferred outside the United Kingdom, unless that country or territory also ensures an adequate level of protection.

We take these responsibilities seriously; this document describes our approach to data protection.

This policy helps to protect us from data security risks, including:

- Breaches of confidentiality. For instance, information being given out inappropriately.
- Failing to offer choice. For instance, all individuals should be free to choose how the company uses data relating to them.
- Reputational damage. For instance, the company could suffer if hackers successfully gained access to sensitive data.



Who We Are and How to Contact Us

Precision Resource Group is registered in the United Kingdom and is registered with the Information Commissioner's Office (if applicable). The Data Protection Lead is, Louise Leyden-Ahmed. You can contact us in any of the following ways:

Louise Leyden-Ahmed

Precision Resource Group

St. Bartholomew's House, Lewins Mead, Bristol, BS1 2NH 0117 332 8080

Who This Policy Applies To

This policy relates to data subjects of Precision Resource Group including clients (potential employers), candidates, workers and employees, and all other individuals. Processing of your data is required in order to offer you our recruitment and selection services. This policy applies to individuals who have shared their data with Precision Resource Group as either a customer, candidate, employee, supplier or in any other capacity.

It applies to all data that the company holds relating to identifiable individuals, even if that information technically falls outside of the GDPR. This can include:

- Names of Individuals
- Postal addresses
- Email Addresses
- Telephone numbers



What this Policy Applies to

This section describes the lawful basis for processing your data and applies to the information about yourself that you choose to provide us with or that you allow us to collect. This includes:

- The Information you provide when you contact us.
- When you contact us in order to discuss using our services
- Information we collect about how you use the website.
- Information relating to products and services we offer to you and other transactions including financial and other personal information required to complete these transactions.
- Information that is given and stored as part of our ongoing relationship.
- Information we collect from other sources such as the internet, social media, commercial databases, other companies, and other third parties.
- Information we derive from information we collect about you - for example where we derive your email address from your name and company name combined.

We do not routinely collect or process sensitive data about you however where this is the case, we will ensure we keep that data safe as required under Article 9 of GDPR.

AI-Enabled Technology, Recording and Transcription

PRG uses approved technologies, including artificial intelligence, automation, transcription and summarisation tools, to support recruitment, staffing, client service, business administration, communications, record management and operational efficiency. These technologies may assist PRG personnel by creating transcripts, summaries, notes, action items, key points, decisions and other records arising from business interactions.

PRG may use approved technology to record or capture audio, create transcripts, generate summaries, identify action items, key points or decisions and suggest updates to relevant business records. Depending on the technology used, processing may occur during scheduled online meetings, telephone calls or in-person conversations where recording or transcription functionality has been enabled by an authorised user.



Where calls, meetings or conversations are recorded or transcribed, PRG will provide appropriate notice and, where required by applicable law, obtain consent before recording or transcription takes place. Participants who do not wish to be recorded should notify the organiser or PRG representative so that reasonable alternative arrangements can be considered where appropriate.

Personal information processed through these technologies may include audio or voice data, call and meeting recordings, transcripts, summaries, notes, action items, key points, decisions, meeting metadata and information linking an interaction to a candidate, worker, employee, client, supplier, vacancy, placement or other business record. Information voluntarily disclosed may, in limited circumstances, include sensitive or special category information.

The interactions covered may include candidate screening or interview calls, client and business development calls, supplier discussions, internal meetings and other recruitment, staffing or business conversations where an approved recording or transcription function is enabled.

Where recording, transcription or AI-generated summaries are used, PRG may provide notice through meeting invitations, email correspondence, verbal notification, system prompts, on-screen indicators or by directing participants to this Privacy Policy. The form of notice and any consent obtained will depend on the technology, context and applicable law.

Approved tools may operate in real time or after an interaction and may automatically generate a transcript, summary, notes, action items, key points, decisions, configured questions or suggested record updates. These outputs may be added to relevant recruitment, applicant tracking, customer relationship management or other business systems where necessary for the purpose of the interaction and subject to human review.

Our Lawful Basis - What this policy applies to:

This section describes the lawful basis for processing your data and applies to all personal information collected, stored, and processed which relates to any individual.

We will only use your personal data for the purposes for which we collected it and as you would reasonably expect your data to be



processed and only where there is a lawful basis for such processing, for example:

Use of AI-Enabled Technologies

For individuals in the United Kingdom, PRG processes personal information associated with AI-enabled technologies, recording, transcription and summarisation using one or more lawful bases under UK data protection law. These may include taking steps at an individual's request before entering into a contract, performance of a contract, compliance with a legal obligation, legitimate interests pursued by PRG or a third party, or consent where consent is the appropriate or legally required basis.

Where special category information is processed, PRG will identify an appropriate additional condition before processing that information. PRG will not rely on a general recording notice as permission to process sensitive information for unrelated purposes.

Purpose/Activity	Type of data	Lawful basis for processing
To register you as a new client	(a) Identity, (b) Contact	(a) Performance of a contract with you. (b) In our legitimate interests. (c) Where we have a legal obligation. (d) with your consent
To process and deliver our services you request including recruitment and employment services, managing payments, fees and charges, and to collect and recover money owed to us	(a) Identity, (b) Contact, (c) Financial, (d) Transaction, (e) Marketing and Communications	(a) Performance of a contract with you. (b) In our legitimate interests. (c) Where we have a legal obligation. (d) with your consent

To manage our ongoing relationship with you which will include notifying you about changes to our terms, recruitment services, or privacy policy, to maintain our records	(a) Identity, (b) Contact, (c) Profile, (d) Marketing and Communications	(a) Performance of a contract with you, (b) Necessary to comply with a legal obligation, (c) Necessary for our legitimate interests to keep our records updated and to study how customers use our products/services, (d) With your consent
To administer and protect our business and our site (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(a) Identity (b) Contact (c) Technical	(a) Necessary for our legitimate interests for running our business, provision of administration and IT services, network security, (b) to prevent fraud and in the context of a business reorganisation or group restructuring exercise, (c) Necessary to comply with a legal obligation (d) With your consent
To deliver relevant content and advertisements to you and measure and understand the effectiveness of our advertising	(a) Identity (b) Contact (c) Profile (d) Usage (e) Marketing and Communications (f) Technical	(a) Necessary for our legitimate interests to study how customers use our products/services, to develop them, (b) to grow our business and to inform our marketing strategy and with your consent

To use data analytics to improve our website, products/services, marketing, customer relationships and experiences	(a) Technical, (b) Usage	(a) Necessary for our legitimate interests to define types of customers for our products and services, (b) to keep our site updated and relevant, (c) to develop our business. (d) to inform our marketing strategy
To make suggestions and recommendations to you about goods or services that may be of interest to you	(a) Identity (b) (b) Contact (c) Technical (d) Usage (e) Profile	(a) Necessary for our legitimate interests to develop our products/services and grow our business and (b) With your consent

As an employee/candidate/recruit/contractor etc. We may collect and process information about you, including your name, date of birth, address, contact details (including email address and mobile phone number), employment details, and other data collected as part of any application for employment. We may take personal information from:

- Information that you provide to us when registering with our website (including your email address)
- Information that you provide when completing your application (including your name, gender, date of birth and any educational details and employment details you provide)
- Information that you provide to us when signing up to any lists to receive correspondence from
- Information we collect from other sources such as the internet, social media, commercial databases, other companies, and other third parties.
- Information we derive from information we collect about you - for example where we derive your email address from your name and company name combined.
- Information relating to any vacancies, jobs, or employment you accept.

Personal data we receive will be used for the purposes it was provided, including:

- To respond to queries from you regarding vacancies and employment
- To manage and administer the relationships between you and us.
- To notify you about changes to our services and to otherwise communicate with you; for example, we will use your contact details in order to respond to any queries that you submit to us.
- To obtain feedback from you regarding us
- Tell you about any place of work changes e.g., shift patterns, new assignments or any other changes regarding your Job Role.

In accordance with your preferences, we may also use your personal information to provide you with information about products, services, promotions and offers that may be of interest to you. We may use your personal information in order to ascertain the services, opportunities, promotions and offers that are likely to be of particular interest to you. This document explains how you can change whether to receive this information. Please note that, even if you choose not to receive this information, we may still use your personal information to provide you with important services



communications, including communications in relation to any purchases you make or services you use.

Automated Decision-Making and Profiling

PRG may use technology to assist with searching, matching, summarising, prioritising or identifying potentially relevant information. The use of such technology is intended to support authorised personnel and improve operational efficiency.

PRG does not make solely automated decisions that produce legal effects or similarly significant effects on individuals unless such processing is permitted by applicable law and the required safeguards have been implemented.

PRG does not intend AI-generated transcripts, summaries, scores, recommendations or insights to be the sole basis for recruitment, employment or business decisions. Where outputs could materially affect an individual, an authorised person must review the relevant information and make or confirm the final decision.

AI-generated outputs may be incomplete, inaccurate or lack context. Live insights are working aids and are not treated as final records without review. Where legally required, PRG will provide information about the role of automated processing, its significance and the safeguards available, including opportunities for human review.

How to Change Your Preferences

We operate in line with GDPR data protection guidelines. We respect your rights and will respond to any request for access to personal information and requests to delete, rectify, transfer, data and to stop processing. We will also advise you on how to complain to the relevant authorities, namely the Information Commissioner's Office. Any requests or objections should be made in writing to the Data Controller, or you can visit our website, call, or email us to contact us to change your preferences at any time.

Scope of Agreement

By submitting your personal data on this site or as required for us to provide products and services to you, you are affirming your agreement for such information to be used in accordance with this privacy policy.

You will be able to change your preferences at any time by the methods described as prescribed in this document.

We may from time to time use your information for marketing, account management or relationship management purposes. The main purpose of this is to



provide you with information about services which we think may be of interest to you and/or to maintain any existing relationship we may have with you.

Scope of Agreement

By submitting your personal data on this site or as required for us to provide products and services to you, you are affirming your agreement for such information to be used in accordance with this privacy policy.

You will be able to change your preferences at any time by the methods described as prescribed in this document.

We may from time to time use your information for marketing, account management or relationship management purposes. The main purpose of this is to provide you with information about services which we think may be of interest to you and/or to maintain any existing relationship we may have with you.

How We Store and Process Your Data

Your data will be collected, stored and processed primarily in the UK, where we transfer your data outside the UK, we ensure that appropriate technical and organisational safeguards are in place to protect your data. Your data will be stored for a period of time after our last interaction - this period is defined in our Data Retention policy.

In order to provide our services, we may use carefully selected third parties. These third parties may operate outside the UK, if this is the case, we will ensure precautions are in place to protect your data.

We may also use recognised third parties to take payment, conduct credit reports and other checks, manage our company accounts and provide banking services. We will store transactions, payment and order data for up to 7 years or for as long as required by UK financial and company regulations. These third parties may operate outside the UK, if this is the case, we will ensure precautions are in place to protect your data.

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose and/or we are acting as you would reasonably expect. If you wish to find out more about how the processing for the new purpose is compatible with the original purpose, please email us. If we need to use your personal data for a purpose unrelated to the purpose for which we collected the data, we will notify you and we will explain the legal ground of processing. We may be legally obliged to disclose your personal information without your knowledge.

AI Service Providers, International Transfers and Retention

PRG may engage approved service providers to support recruitment systems, AI-enabled functionality, transcription services, hosting, support, security and related technology services. These providers may process personal information on PRG's behalf in accordance with contractual, security and compliance requirements.

Before an approved provider processes personal information for PRG, PRG will apply due diligence. Personal information may be processed in, accessed from, or transferred to countries outside the country in which it was originally collected. Where required, PRG will implement appropriate safeguards and transfer mechanisms to protect personal information during international transfers.

Recordings, transcripts, summaries and related outputs generated through approved AI-enabled technologies will be retained only for as long as reasonably necessary for the purposes for which they were created and in accordance with PRG's retention requirements, contractual obligations and legal responsibilities. Different components may be retained for different periods. Where appropriate, PRG may delete an original recording after a transcript or verified summary has been created whilst retaining the relevant business record.

Our Obligations

We are a Data Controller. In relation to the information that you provide to us; we are legally responsible for how that information is handled. We will comply with the GDPR in the way we use and share your personal data. You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made several requests. In this case, we will notify you and keep you updated. Or if you have made a number of requests, in this case, we will notify you and keep you updated.



Third Parties

We may have to share your personal data with the parties set out below for the purposes described in this document:

For candidates/workers - Prospective employers and companies that may offer you work and other relevant third parties

For clients – Candidates / employees / workers that may be interested in any vacancies and other relevant third parties.

For all users of our site:

- Companies where you have applied for a vacancy.
- Other companies we believe you would be interested in working for
- Companies that may have vacancies that match your preferences.
- Service providers who provide IT and system administration services.
- Approved recruitment system and CRM providers, AI technology providers, cloud hosting providers, transcription services and communication platform providers.
- Other companies as required for us to provide our services to you and/or our clients.
- Professional advisers including lawyers, bankers, auditors and insurers who provide consultancy, credit scoring, banking, legal, fraud protection, insurance and accounting services etc.
- Third parties who use such data for non-marketing purposes (including credit and risk assessment and management, identification and fraud prevention, debt collection and returning assets to you).
- HM Revenue & Customs, regulators and other authorities based in the United Kingdom and other relevant jurisdictions who require reporting of processing activities in certain circumstances.
- Third parties as required to provide our services to you and our clients.
- Social media platforms



- Other IT platforms and services as required to provide our services to you and to operate our company.
- Other companies where we have a legitimate interest and where we believe the purpose is consistent with the original purpose and always as you would reasonably expect.
- Mobile information will not be shared with third parties/affiliates for marketing/promotional purposes. All the above categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.

We require all third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. We only allow such third parties to process your personal data for specified purposes and in accordance with our instructions.

Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

We will report any breaches or potential breaches to the appropriate authorities within 24 hours and to anyone affected by a breach within 72 hours. If you have any queries or concerns about your data usage, please contact us.

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit

Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

As well as your ability to accept or reject cookies, we also require your permission to store cookies on your machine, which is why when you visit our site, you are presented with the ability to accept our terms of use, including the storage of cookies on your machine. Should you not accept, then you are free to leave our website, at any time.

SMS Terms and Conditions (US only)

1. Introduction

We may disclose Personal Data and other information as follows:

- **Third Parties that Help Provide the Messaging Service:** We will not share your opt-in to an SMS short code campaign with a third party for purposes unrelated to supporting you in connection with that campaign. We may share your Personal Data with third parties that help us provide the messaging service, including, but not limited to, platform providers, phone companies, and other vendors who assist us in delivering text messages.

Additional Disclosures:

- **Affiliates:** We may disclose Personal Data to our affiliates or subsidiaries; however, their use and disclosure of your Personal Data will be subject to this Policy.
- All the above categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.

2. Purpose of SMS Notifications

Our SMS notifications are designed to:

- Remind you of your job opportunities.
- Inform you of interview scheduling and confirmations, and other essential updates regarding your employment.

3. Opt-In and Consent

By providing your phone number and opting into our SMS notifications, you confirm that you are the owner or authorised user of the phone number provided. You consent to receive recurring automated text messages (SMS, MMS) from us regarding your job opportunities and other important notifications. Consent is not required to make any purchase from us. Message frequency may vary, but you can generally expect to receive between 7-5 messages per week.

4. Opt-Out Instructions

Your consent to receive automated texts is entirely voluntary. You may opt-out at any time:

- To stop receiving messages, reply "STOP", to any SMS message from us.
- You may also email us at info@ioassociates.com with your opt-out request.
After you opt out, you will receive a final confirmation message, and no further messages will be sent to your number unless you re-enrol.

5. Help and Support

If you are experiencing issues with our SMS notifications or need assistance, you can:

- Reply with the keyword "HELP" to any message.
- Email us directly at info@ioassociates.com

6. Message and Data Rates

Standard message and data rates may apply for any messages sent to you from us and from you to us. Please consult your mobile service provider for details regarding your text plan or data rates.

7. Privacy and Data Security

We value your privacy and are committed to protecting your personal information. Your data will be used solely for the purposes described in this policy, such as managing your service appointments, processing payments, and ensuring proper communication regarding your services. We do not sell, rent, or share your personal information with third parties for marketing purposes. We may share your information with third parties only as required by law, for billing and payment processing, or to fulfil our contractual obligations.

8. Data Retention

We retain your personal information only for as long as necessary to fulfil the purposes for which it was collected, including legal, accounting, or reporting requirements. After this period, your data will be securely deleted or anonymised.

9. Compliance with Regulations

We comply with all relevant laws and regulations, including the Telephone Consumer Protection Act (TCPA) and CTIA guidelines. Our practices ensure that you can easily manage your preferences, and we provide clear instructions for opting in or out of our SMS notifications.

10. Indemnification

You agree to indemnify, defend, and hold us harmless from any privacy, tort, or other claims, including claims under the TCPA or any state law equivalents, arising from your voluntary provision of a telephone number that is not owned by you and/or your failure to notify us of any changes to your mobile telephone number.



11. Participation Requirements

To participate in our SMS notifications service, you must:

- Be 18 years of age or older.
- Own a wireless device capable of two-way messaging.
- Be a subscriber to a wireless service with text messaging capabilities. Please note that not all mobile carriers support this service.

12. Dispute Resolution and Arbitration

By using our SMS notifications service, you agree to resolve any disputes with us on an individual basis and not as part of any class or representative action. You waive your right to a trial by jury and agree that any claims will be resolved through final and binding arbitration. If you do not agree to these terms, please do not participate in the service.

13. Miscellaneous

You warrant and represent that you have the necessary rights, power, and authority to agree to these Terms and Conditions and that your participation in this service does not violate any other contract or obligation. If any provision of this Agreement is found to be unenforceable or invalid, the remaining provisions will remain in full force and effect.

We reserve the right to modify these Terms and Conditions at any time. Any updates will be communicated to you via SMS or email, and your continued participation in the service constitutes acceptance of the modified terms.

Legitimate Interests

We have completed a detailed Legitimate Interest Assessment to ensure that sharing your information and processing your information as described here is reasonable and that we have an appropriate lawful basis.

Additional Information for United States Residents

PRG processes personal information in accordance with applicable federal, state and local privacy, employment, recording and anti-discrimination laws. Requirements vary by jurisdiction. Where applicable, PRG will provide notice of recording, transcription or AI use, obtain any consent required by law and provide any disclosures required by the relevant jurisdiction.



PRG will apply additional controls before using automated employment decision tools or comparable technologies where legally required. Such controls may include human review, candidate notice, bias assessments, record keeping, vendor assurance activities and other safeguards required by applicable law.

PRG does not intend an AI-generated transcript, summary, score, recommendation, or insight to be the sole basis for a final recruitment or employment decision. Where an output could materially affect an individual, an authorised person must review the relevant information and make or confirm the decision.

Introduction - US

We believe in being transparent in our use of Artificial Intelligence (AI). We use AI in specific, limited ways to enhance the efficiency and accuracy of our recruitment services. We do not make decisions based solely on automated processing. There is always human oversight, and all decisions regarding candidate selection are reviewed and confirmed by a human. To that end, there is always human involvement and human decision-making in candidate screening. We do not rely solely on AI or any type of algorithms.

Purpose

This AI Policy is provided for transparency purposes only and does not form part of any contract or create legal obligations beyond those required by applicable law.

Your Rights Regarding AI Use

You are allowed to request alternative selection processes and may opt out of AI evaluation. Subject to applicable law, you may have the right to request human review, raise concerns regarding automated assessments, and receive an explanation of how AI tools have impacted an application. Please contact admin@precisionresourcegroup.co.uk to request an alternate screening process.





Compliance and Security

We design and monitor our use of AI tools to support compliance with applicable laws and requirements. We maintain administrative, technical and organisational safeguards, including access controls, encryption, vendor due diligence, and internal oversight procedures.

Client Responsibility

Please note that our clients remain responsible for final hiring decisions. We do not make hiring decisions. That being said, AI-enabled tools are advisory only and our use of them in the selection process is done in a way to support and promote ethics, compliance and privacy.

AI Tools

Some tools are provided by enterprise technology vendors and CRM platforms, which may change from time to time. These providers are contractually prohibited from using your data for AI training or unrelated purposes. In rare technical support cases, limited access may be granted under strict controls and confidentiality agreements. If you would like to know more, please contact us. None of our data (or yours) is used for training AI models.

Legal Basis for Data Processing

We process applicant data on the legal basis of legitimate interest, ensuring that all processing is necessary, proportionate, and aligned with fair recruitment practices.

As technology, especially AI models, continues to evolve, the associated risks and legal requirements also change. Therefore, this document will be updated as needed.

The use of AI applications and services is permitted only with appropriate AI competence in accordance with the AI Regulation.

We use AI-powered tools to enhance and streamline our recruitment processes. These tools assist in evaluating candidate suitability, improving efficiency, and ensuring consistency in decision-making. The AI tools we currently use include:



AI Tools in Use (Whitelist) -

- **CV Parsing & Matching Software**

Automatically extracts key information from CVs and matches candidates to job descriptions based on skills, experience, and qualifications.

- **Candidate Screening Algorithms**

Uses machine learning to assess candidate profiles and survey responses against role requirements, generates score for applicants based on relevance.

- **Interview Scheduling Assistants**

AI tools help coordinate interview times between candidates and hiring managers, reducing manual effort.

- **Chatbots for Initial Engagement**

AI chatbots may be used to answer candidate queries, collect preliminary information, and guide applicants through the process.

- **Predictive Analytics Tools**

These tools may provide insights into candidate success likelihood based on historical data and role fit.

The use of AI is permitted only with AI systems and AI models provided and approved by the company. The use of unauthorised AI systems or AI models is prohibited.

Transparency and Fairness

Ensuring as many candidates as possible have the opportunity to participate

- AI tools are used to support, not replace, human decision-making.
- No hiring decisions are made solely by automated means.
- All AI-generated recommendations are reviewed by recruitment professionals.
- We regularly audit our AI tools to ensure fairness, accuracy, and compliance with data protection laws.



How AI May Rank Candidates in Recruitment

1. Data Collection:

AI systems gather structured and unstructured data from:

- CVs and cover letters
- Online profiles (e.g., LinkedIn)
- Application forms
- Assessment results
- Interview transcripts (if available)

2. Parsing and Normalisation:

AI tools use natural language processing (NLP) to:

- Extract key information (skills, job titles, education, experience)
- Standardise terminology (e.g., “Project Manager” vs. “PM”)
- Identify gaps or inconsistencies

3. Matching Algorithms:

The AI compares candidate data against job criteria using:

- Keyword matching: Looks for specific terms related to the role.
- Semantic analysis: Understands context beyond exact words (e.g., “managed budgets” implies financial responsibility).
- Skill weighting: Prioritises essential skills over nice-to-haves.

4. Scoring and Relevancy Score:

Each candidate is assigned a score based on:

- Relevance to job description
 - Experience level
 - Education match
 - Soft skills (if assessed)
 - Cultural fit indicators
- (if modelled)

Some systems also factor in:

- Past hiring success patterns
- Predictive analytics (e.g., likelihood of success or retention)



5. Bias Mitigation:

Modern AI tools often include bias detection features to:

- Avoid discrimination based on gender, ethnicity, age, etc.
- Ensure fair scoring across diverse candidate profiles.

6. Human Review:

Recruiters review, validate, and may override AI outputs at every key stage. This includes manual review of AI-generated scores and shortlists, validation by hiring managers, advancement of candidates regardless of AI ratings when justified, and correction of automated assessments where needed. All final hiring decisions are made solely by human decision makers.

AI systems used in recruitment are classified as high-risk under the EU AI Act. We implement robust human oversight, risk management, and compliance controls to ensure lawful and transparent use.

AI-generated relevancy scores are typically used to:

- Prioritise candidates for human review
- Highlight top matches
- Identify overlooked candidates with potential

Content Generation and Transcription: AI is used to assist in writing job advertisements, pseudonymising CVs via a third-party vendor using OpenAI technology, and transcribing internal meetings through Microsoft Teams.

Content Moderation in Our CRM (Bullhorn): Our CRM uses AI to scan for inappropriate or unprofessional content in communications. This is a compliance safeguard and does not impact candidate evaluation.

Some tools are provided by trusted partners like Microsoft or OpenAI. These providers are contractually prohibited from using your data for AI training or unrelated purposes. In rare technical support cases, limited access may be granted under strict controls and confidentiality agreements. If you would like to know more, please contact us. None of our data is used for training AI models, including in Bullhorn.



Rights Relating to AI-Generated Records

Individuals may request correction of personal information contained within transcripts, summaries or related records where they believe those records are inaccurate. PRG will consider such requests in accordance with applicable law and its records management obligations.

Where applicable, individuals may also have rights relating to certain forms of automated processing or profiling. Requests will be assessed in accordance with the laws applicable to the individual and the processing activity concerned.

Questions, rights requests or concerns regarding PRG's use of recording technology, transcription services, AI-enabled processing or automated decision-making should be directed to the Data Protection Lead using the contact details provided within this Privacy Policy.

Contacting Us, Exercising Your Information Rights and Complaints

If you have any questions or comments about this Privacy Policy, wish to exercise your information rights in connection with the personal data you have shared with us or wish to complain, please contact:

Louise Leyden-
Ahmed Precision
Resource Group
St. Bartholomew's House, Lewins Mead,
Bristol, BS1 2NH 0117 332 8080

We will process SARs within 30 days, SAR responses are usually free, but we reserve the right to charge for excessive or unfounded requests. We fully comply with Data Protection legislation and will assist in any investigation or request made by the appropriate authorities.





Data Protection Information

The data controller is responsible for ensuring lawful processing of personal data.

Louise Leyden-Ahmed

admin@precisionresourcegroup.co.uk including the Data Protection Officer where applicable, are provided. Personal data transfers outside the EU/EEA occur only under approved safeguards such as Standard Contractual Clauses or equivalent mechanisms.

Version Control and Updates

Version: 5.2

Last Updated: 05 October 2026

Our EU Representative:

Under Article 27 of the GDPR, we have appointed an EU Representative to act as our data protection agent. Our nominated EU Representative is: Instant EU GDPR Representative Ltd

Adam Brogden
contact@gdprlocal.com
Tel + 353 15 549 700
INSTANT EU GDPR REPRESENTATIVE LTD
Office 2,
12A Lower Main Street, Lucan Co. Dublin
K78 X5P8
Ireland.

If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF, www.ico.org.uk