



Data Protection & Privacy Notice

Effective Date: 1st July 2025

1. Introduction

Vetsa Consulting Services Limited (“Vetsa”, “we”, “us”) is committed to protecting the privacy and security of all individuals whose personal data we process—whether you are a client, prospective candidate, consultant, employee, or website visitor. This Privacy Notice explains how and why we collect, use, process, store, and disclose your personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and all applicable data privacy laws.

Data Controller:

Vetsa Consulting Services Limited,
3 The Quadrant, Warwick Road, Coventry, CV6 1EW, UK.
Contact: info@vetsaconsulting.com

2. Our Business and Whose Data We Process

As a technology advisory, consulting, training, and business transformation services provider, we may collect and process personal data about:

- Prospective and active candidates for employment or contract roles.
- Current, previous, and potential client contacts.
- Consultants and employees.
- Visitors and users of our website and digital services.
- Participants in our training or professional services.

3. Types of Information We Collect

Depending on your relationship with Vetsa, personal data we may collect and process includes:

- Identity details: name, address, date of birth, identification documents (passport, driving licence)
- Contact details: telephone numbers, email addresses

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- Employment information: CV or résumé, work history, job applications, professional qualifications
- Right to work documentation, National Insurance number, references, employment details
- Communications: correspondence with us by telephone, email, website contact forms, or social media
- Publicly available professional profiles (e.g. LinkedIn)
- Other data necessary for core business or ancillary services

We collect data directly from you or through trusted partners/referrals, public sources, or your use of our website and services.

4. Special Category and Sensitive Data

We only collect and process special category (sensitive) data—such as right to work statuses or criminal records—where necessary for legal compliance or to meet our business obligations, and always in line with applicable law and robust safeguarding practices.

5. How We Use Your Information

We will only use your personal data when permitted by law and for the following purposes:

- To provide and manage our consulting, technology, and transformation services to clients and candidates.
- To assess your skills, qualifications, or suitability for roles and to engage you for assignments.
- For business operations, such as contract administration, compliance, invoicing, and client relationship management.
- To maintain and improve our website, digital services, and communications.
- For legal or regulatory compliance, and where necessary for the establishment, exercise, or defence of legal claims.

International Data Transfers:

If we transfer data outside the UK, including countries outside the European Economic Area (EEA), we ensure appropriate safeguards are in place, in accordance with UK GDPR requirements. We will notify you of such transfers and the protections that apply.

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6. Data Security and Retention

- Your personal information is stored on secure, password-protected servers with restricted access, technical and organisational safeguards, and ongoing vulnerability assessments.
- We retain personal data only for as long as necessary to fulfil the purpose it was collected for, and in line with legal and regulatory retention periods. We review and, where appropriate, securely delete or anonymise data that is no longer required.
- Unless otherwise required by law or contract, data is retained for 12 months following last meaningful contact, after which we may ask you if you wish us to keep your data or will proceed to delete/archive your records.

7. Disclosure of Your Information

- We may share your personal data with clients, prospective clients, or our service providers where it is necessary for engagement, assignment, or delivery of our services.
- In each case, we will ensure your information is disclosed only for relevant purposes and with your knowledge, unless legal authorities or regulatory requirements demand otherwise.
- We do not sell your information or share it for direct marketing purposes without your explicit consent.

8. Legal Basis for Processing

The lawful bases on which we process your data include:

- Legitimate interests (core business activities, staffing engagements, client relationships).
- Contractual necessity (to enter into or perform contracts with you or our clients).
- Legal obligations (e.g. right-to-work, tax, or compliance laws).
- Explicit consent (where we seek your agreement for certain processing, such as introductions to clients or special category data processing).

9. Your Data Protection Rights

You have the right, under data protection law, to:

- Access the personal data we hold about you.
- Request correction of any inaccurate or incomplete data.
- Request erasure of your data or restriction of processing, in certain circumstances.
- Object to processing where justified.
- Request data portability, where applicable.



- Withdraw consent at any time, where processing is based on consent.

To exercise your rights, please email info@vetsaconsulting.com. We may verify your identity and respond within statutory timeframes.

10. How to Raise Questions or Complaints

If you have questions or concerns about this Notice or our data handling, please contact us at info@vetsaconsulting.com. If you are unsatisfied, you have the right to lodge a complaint with the Information Commissioner's Office (ICO): www.ico.org.uk.

11. Updates to this Privacy Notice

This Privacy Notice will be reviewed and updated periodically and in line with changes to law, guidance, or our business practices. The latest version will always be published on our website.

Key 2024–2025 Updates Incorporated:

- References UK and international data transfer protections and adequacy.
- Expanded explanation of lawful bases (legitimate interests, contract, consent, legal obligation).
- Explicit notice of data retention and deletion processes.
- Enhanced transparency for disclosure and third-party sharing.
- Aligned with transparency expectations for technology, consulting, and business transformation service providers.

Revision History

V1: April 2018;

V2: January 2019;

V3: April 2020;

V4: April 2024;

V5: July 2025;