HIRING UK policy pack

HIRINGUK LTD, www.hiringuk.co.uk. Downloaded 22 September 2026.

Every published policy of HIRINGUK LTD, in one file, generated from the live text on www.hiringuk.co.uk on 22 September 2026. Each document also exists on its own page and as its own PDF, with a version history.

What is in this pack

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Privacy notice (UK GDPR)

Version 2.4, last updated 11 September 2026.

This notice explains what personal data HIRING UK collects, why we collect it, what we do with it and the rights you have. It is written to meet the UK GDPR and the Data Protection Act 2018, and it follows the Information Commissioner's employment guidance on recruitment and selection, which covers everything from advertising a vacancy to deleting the information afterwards.

The whole notice in ten lines

- Your CV goes to the one employer whose advert you answered, and to us. Nowhere else.
- There is no candidate database here. No employer can search for you, and nothing about you is sold, at any price.
- Candidates pay nothing, ever. You do not need an account to apply.
- An inactive account and its CV files are erased after 6 months, automatically. We email you at 5 months first.
- An application and its CV are erased after 12 months.
- No algorithm scores, ranks or rejects you. A person at the employer reads what you sent.
- We do not search the internet for you, buy data about you, or build a profile.
- You can delete everything yourself in one press, free, without giving a reason: delete me.
- Analytics and advertising cookies: none. The only cookies are the ones that make signing in work.
- One person is accountable, he owns the business, and his address is below.

The rest of this page is the detail behind each of those, in the order the law asks for it. Nothing below contradicts anything above: if you think it does, tell us and we will fix it.

1. Who we are

HIRINGUK LTD, trading as HIRING UK, operates the job board at www.hiringuk.co.uk and is the data controller for the personal data described below.

Data protection contact: Grigore Octavian Pupazan, Data Protection Lead and director of HIRINGUK LTD (appointed 21 August 2026, on the public register at Companies House). Write to dpo@hiringuk.co.uk, or to privacy@hiringuk.co.uk, which reaches the same person, or to the postal address below. Anything about your own data goes to him directly rather than into a queue.

We are not required to appoint a statutory Data Protection Officer under Article 37: we are not a public authority, we do not monitor people on a large scale, and our core activity is not large scale special category processing.

We have deliberately not appointed one voluntarily either, and it is worth explaining why, because the address above says dpo. If an organisation appoints a DPO voluntarily, the full statutory duties in Articles 37 to 39 apply exactly as if the appointment were compulsory. One of those is independence: Article 38(6) says a DPO must have no conflict of interest, and the Court of Justice has held that a DPO cannot be somebody who determines the purposes and means of the processing. In a company this size that is the director, so appointing him as the Data Protection Officer would create the conflict the law is designed to prevent, and would be worth less than nothing to you.

So the role is named honestly as Data Protection Lead: the accountable person, who owns the business, answers your emails himself and has nobody to pass them to. The dpo address is used because it is the one people try first. If we grow to the point where a DPO is required, or worth appointing, it will be somebody independent of the day to day decisions, and this page will say so on the day it happens.

Controller details

HIRINGUK LTD, trading as HIRING UK 270 Slade Road, Birmingham, England, B23 7LX Registered in England and Wales, company number 17414012 Registered with the Information Commissioner's Office, reference ZC253598 Email hello@hiringuk.co.uk Data protection enquiries dpo@hiringuk.co.uk, to Grigore Octavian Pupazan, Data Protection Lead Monday to Friday 9am to 3.30pm, Saturday 10am to 2pm

HIRINGUK LTD is not VAT registered, so there is no VAT on our prices and the price you see is the price you pay. Ask us for the current position at hello@hiringuk.co.uk and we will confirm in writing.

1a. What we do not do, in recruitment terms

The Information Commissioner's recruitment guidance asks organisations to be clear about sourcing, automated tools and vetting. Ours is a short list because we do none of it:

- We do not source or research candidates online. We do not look you up, scrape profiles, or buy candidate data from anybody.
- We do not use artificial intelligence to sift, score, rank or reject applications, and we do not use video interviewing or automated assessment tools.
- We do not carry out vetting or background checks, credit checks or criminal record checks. Where a role legally requires a DBS check, the employer arranges it.
- We do not ask for special category data and we actively discourage you from including it (section 5).
- We do not use your CV to train any model.

2. The data we collect

Candidates

- When you apply for a job: your name, email address, phone number if you give one, your covering note and your CV file, plus the advert you applied to and the date.

- If you ask us to keep your CV on file: a copy of that CV, your name, email, phone number, the role you were looking at, the sector and the town, plus the record of your consent (the wording, the version and when you gave it).
- If you create a candidate account while applying: your name, email address, phone number and a password stored only as a salted hash, so you can see the applications you have sent and delete them yourself.

Employers

- Company name, contact name, work email, phone number, website and a password stored only as a salted hash (we cannot read it).
- The adverts you publish, the orders you place and their payment status.

Everybody

- Messages you send through the contact form.
- Standard server logs generated when a page is requested, which can include an IP address, and the strictly necessary cookies listed in the cookie policy, including the one that stores your cookie choice.

Special category data: we would rather not have it

Special category data is the most sensitive kind of personal data: information about your health or disability, racial or ethnic origin, religion or belief, political opinions, trade union membership, sex life or sexual orientation, and genetic or biometric data. UK GDPR allows it to be processed only in narrowly defined circumstances.

It matters on a job board because it arrives without anybody intending it to. A CV or a covering note might mention an accident and the adjustments somebody needs, a disability, a union role, a religious holiday, or a country of origin. None of that is asked for and none of it is needed.

We actively discourage candidates from including special category data (health, disability, ethnicity, religion, political opinions, trade union membership, sex life or sexual orientation, genetic or biometric data) in a CV or covering note. We do not need this information to process an application. You do not need to give your date of birth, marital status, health, religion, ethnicity, a photograph, or your nationality beyond confirming your right to work, and a good UK employer will not expect any of it. Our CV guide says the same thing for the same reason.

If a candidate nevertheless includes such data, we process it only on the basis of their explicit consent under Article 9(2)(a) UK GDPR, and only for the purpose of that specific application. We do not use it for any other purpose. We do not extract it, index it, search on it, build any profile from it, or make any decision using it. It stays inside the document you attached, travels to the employer you applied to, and is deleted with that application on the published schedule.

If you ticked the separate box asking us to keep your CV on file for roles we recruit for ourselves, the same limit applies: explicit consent, for that purpose only, withdrawable in one click, and erased with the record.

The exact wording of that box, as it appears on the form and as it is stored with the consent record (v2, 21 September 2026):

> *Keep my CV and details on file at HIRINGUK LTD so HIRING UK can contact me about other jobs, including roles HIRINGUK LTD recruits for as an employment agency or employment business. I understand my CV is not shared with any other employer or sold to anybody, that the only person who can see it is the director of HIRINGUK LTD, that it is erased after twelve months unless I confirm again, and that I can withdraw at any time with one click.*

Needing an adjustment is different, and you should ask for one. If you need something changed to attend an interview or to do the job, telling the employer is sensible and the Equality Act 2010 requires them to consider it. You can tell the employer directly in your covering note, or ask us and we will pass the request to that employer for that application and nothing else. You never have to explain a diagnosis to get an adjustment considered.

Criminal offence data under Article 10 is treated the same way. We never ask about convictions. Where a role legally requires a DBS check, the employer arranges it, not us.

3. Why we use it, and our lawful basis

What we do | Lawful basis

Send your application and CV to the employer who placed the advert | Performance of a contract with you, and your consent when you press send

Keep your CV on file so we can tell you about roles we are recruiting for ourselves | Your consent, given with a separate tick box, withdrawable in one click. Explicit consent under Article 9(2)(a) for anything special category that a CV happens to contain

Send you job alerts you asked for | Your consent, given with two separate tick boxes, withdrawable with one click in every email

Run employer accounts, publish adverts, raise and collect invoices | Performance of a contract with the employer, and our legal obligation to keep accounting records

Answer contact form messages | Legitimate interests: replying to somebody who contacted us

Keep the site secure, prevent spam and fraud, keep server logs | Legitimate interests: security and integrity of the service

Meet tax, accounting and legal obligations | Legal obligation

2a. Keeping your CV on file, if you ask us to

HIRINGUK LTD is a recruitment business as well as a job board, so we sometimes fill roles ourselves, permanent and temporary. When you apply for a job you can tick a separate, optional box asking us to keep your CV on file so that we can contact you about those roles.

- It is off unless you tick it. The box is never pre ticked, it is separate from the application itself, and leaving it alone changes nothing: your application still goes to that employer in the usual way.
- Our lawful basis is your consent (Article 6(1)(a) UK GDPR). Where a CV happens to contain special category data, for example about health or ethnicity, we rely on your explicit consent under Article 9(2)(a). We ask you not to include anything of that kind, because we do not need it.
- We record what you agreed to. The exact wording, the version and the date and time are stored with your record, so we can always show you, or the ICO, precisely what was consented to.
- Who can see it: the director of HIRING UK, and nobody else. It is not visible to any employer, it is not searchable by advertisers, there is no public route to it, and it is never sold, rented or shared. If you also ask for an anonymous card under section 2b, what appears publicly is that card and never the CV. The copy an employer received from your application is separate and is governed by the section below.
- What we use it for: contacting you about a role we are recruiting for. Nothing else. No marketing, no profiling, no automated decisions.
- How long: twelve months from the last time you confirmed it. We email you before the twelve months are up, and if you do nothing the record and the CV file are erased automatically.
- Withdrawing: one click, from any email we send or from your candidate area, or by emailing dpo@hiringuk.co.uk. It takes effect immediately, the CV copy is deleted, and it does not affect anything you did before you withdrew.

Plain English version: keeping your CV on file.

2b. The anonymous card on our available now list, if you ask for one

If your CV is on file you may also ask us to publish a short, anonymous card about you on our available now page, so that employers can enquire about you without knowing who you are. This is a second, separate decision with its own tick box and its own wording. Being on file does not put you on that page, and taking the card down does not take your CV off file.

- Our lawful basis is your consent (Article 6(1)(a) UK GDPR), given separately for this purpose. We store the exact wording you agreed to, its version, the page it was given on and the date and time.

- What the card shows: what you do, the sector, the area you can work in, your years of experience, the tickets or cards you hold, when you can start, and a description you wrote yourself. That is the complete list; the page is built from those fields alone.
- What it never shows: your name, your initials, your email address, your telephone number, your address or postcode, your date of birth, your CV, and the employers you have worked for. We refuse wording that contains any of it, and a person here reads every card before it is published.
- Special category data (health, disability, religion, race, sexuality, trade union membership, convictions) is not accepted on a card at all, and wording containing it is rejected rather than edited.
- Enquiries do not identify you. An employer who is interested writes to us. We then ask you whether you would like to hear about that company and that role. Nothing about you is passed on unless you say yes to that employer and that job. Silence is a no.
- How long: the card lives with your CV on file, so it disappears at the same twelve month point, and immediately if you withdraw. Search engines are asked not to index individual cards.
- Taking it down: one click, from the link in any email we send you, without a reason and without a conversation. It leaves the page at once.
- You are never charged. Work seekers pay us nothing, for this or for anything else.

You can read your own card exactly as an employer reads it, at any time, from the link in your emails.

3a. Job alerts and marketing

If you set up a job alert we use your email address to send matching adverts, at most once a week, on the basis of your consent. Every alert page and every email carries a one click stop link, and stopping takes effect immediately. We do not sell your address, we do not pass it to employers, and we do not send you anything else without asking first. Employers who hold an account may receive occasional service emails about their adverts, invoices and account, which are necessary to the contract rather than marketing.

Stop means stop, and it is enforced by the software. When you press the stop link we do three things at once: we switch off every alert on your address, not only the one you clicked from, we mark the consent as withdrawn with the date, and we add your address to a do not email list. That list is checked at the moment of sending, inside the one piece of code that sends anything, so no later sign up, no import and no future mailing can reach you by mistake. The only thing that lifts it is you asking us for something again on our own form, and if that happens we record the new consent and the lifting together.

You can also tell us to stop by simply replying to any email, or by writing to dpo@hiringuk.co.uk. It counts exactly the same and goes on the same list the same day. You may ask us to stop marketing only, which leaves us able to confirm that an application arrived, or to stop everything, which means we send you nothing at all.

One thing we keep, and we would rather tell you than surprise you. If you ask us to erase everything we hold about you, we keep the do not email entry: your address and the date you asked us to stop, and nothing else. If we deleted that too we would be free to email you again the next day, which is the opposite of what you asked for. It is the one record that outlives an erasure, and it exists only to protect you.

3b. Children and young people: you must be 16 or over

This site is for people aged 16 and over. It is not designed for children and we do not knowingly collect data about anybody under 16.

- If you are under 16, please do not apply through this site, create an account, set up a job alert or ask us to keep your CV. Nothing here is age appropriate work.
- If you are 16 or 17, you can use the site, and we suggest showing an advert to a parent, carer, tutor or careers adviser before you give anybody your details. Employers must still follow the law on hours and duties for young workers.
- If we learn that an account, application or CV belongs to somebody under 16, we delete it and the file with it, without needing a request, and we tell the employer it was sent to.

- A parent or carer who believes we hold data about a child can email dpo@hiringuk.co.uk and we will erase it the same working day. No proof, no forms, no argument.

Because the service is for adults, and the content is job adverts, it is not a service likely to be accessed by children under the ICO's Age Appropriate Design Code. We keep that judgement under review and will say so here if it changes.

4. Who we share it with

- The employer you applied to. They receive your application and CV and become an independent controller of that copy. What they then do with it is governed by their own privacy notice.
- Nobody else. We do not operate a candidate database, so no employer can browse or buy candidate details. An employer only ever receives what a candidate deliberately sent to their advert.
- Service providers who host the site and its database, on written terms that allow them to process the data only on our instructions.
- Authorities, where the law requires it.

We never sell personal data, and we do not use it to train third party artificial intelligence models.

5. Where it is stored

Data is stored on servers in the United Kingdom or the European Economic Area. If any provider we use processes data outside that area, we rely on UK adequacy regulations or the International Data Transfer Addendum to the EU standard contractual clauses.

6. How long we keep it

Data | Retention

An inactive candidate account, and the CV files attached to it | Erased automatically after 6 months with no activity. We email a keep or erase link at 5 months, and using it starts a fresh 6 months

Job applications and attached CVs | 12 months from the date of application, then deleted

CVs kept on file at your request | 12 months from the last time you confirmed, then erased automatically, file included. We ask you before the twelve months are up, and withdrawing erases it immediately

An anonymous card on the available now list | As long as the CV it belongs to, so 12 months at the most. It comes down the moment you take it down, and it is erased with the record

An enquiry an employer made about a card, or a note of the staff a company told us it was short of | 12 months, then erased

A request for a telephone call, or a booked call | 12 months, then erased. Your number is used to ring you about that one thing and is never added to any list

Employer accounts | For as long as the account is open, then 12 months

Invoices and payment records | 7 years, as required by tax law

Contact form messages | 24 months

Server logs | 90 days

7. Your rights

No automated decision making or profiling that produces legal or similarly significant effects takes place on this site. No algorithm scores, ranks, filters or rejects your application. Every application is passed to the employer exactly as you sent it, and a person at that employer decides. Our job search ranks adverts by how well they match the words you typed, which is a search result and not a decision about you.

Under the UK GDPR you have the following rights. Each one is free, and we answer within one month.

- The right to be informed. To know what we hold and why, which is what this notice is for.

- The right of access. To get a copy of the personal data we hold about you, and to be told who we have shared it with. Ask and we send it, usually within days rather than the month the law allows.
- The right to rectification. To have anything wrong or out of date corrected. Tell us what is wrong and we fix it.
- The right to erasure. To have your data deleted. In your candidate area this is a button. Otherwise ask, and we erase your account, your applications and the CV files with them, then confirm in writing. The single exception is the do not email entry described in section 3a, kept so that erasing you cannot accidentally make you contactable again.
- The right to restrict processing. To have us keep your data but stop using it while something is checked or disputed.
- The right to data portability. To receive the data you gave us in a common, machine readable format, or to have it sent to another provider.
- The right to object. To stop us processing your data where we rely on legitimate interests. Say so and we stop, unless we have grounds that override yours, which we would have to explain.
- The right to withdraw consent. Where we rely on consent, for job alerts or for keeping your CV on file, you can withdraw at any time with one click, and it takes effect immediately. Withdrawing does not affect anything done lawfully before you withdrew.
- Rights in relation to automated decision making. There is none here, so there is nothing to object to, and we will tell you on this page if that ever changes.

The quickest way to use any of these rights is our data request form, which goes straight to Grigore Octavian Pupazan, our Data Protection Lead. You can also email dpo@hiringuk.co.uk. We respond within one month and it costs you nothing. If you gave consent (for example, for job alerts) you can withdraw it at any time, which does not affect processing carried out before you withdrew it.

8. Security: the measures we actually take

Article 32 asks for appropriate technical and organisational measures. Here is what that means in practice on this site, so you can judge it rather than take a word for it.

The short version: traffic is encrypted, files are encrypted at rest, passwords are never stored in a readable form, CVs sit outside the public part of the website, access follows the principle of least privilege, every release and erasure of a CV is logged, backups are taken automatically and carry the same protections, and deletion happens on a schedule enforced by the software. The detail is below.

Technical measures

- Encryption in transit. The whole site is served over HTTPS. There is no unencrypted route to any page or file.
- Encryption at rest. The database and uploaded files sit on an encrypted volume provided by our hosting platform. Nothing is stored on a laptop, a phone or a memory stick.
- Passwords. Stored only as salted PBKDF2-SHA256 hashes with 200,000 iterations. Nobody here can read your password, including the director. A reset link is single use and expires in an hour.
- Sessions. Signed with HMAC-SHA256 and a key generated on the server, marked HttpOnly and SameSite, so a session cannot be forged or read by a script.
- CV files. Stored outside the public web root under unguessable names. There is no URL that lists them and no way to browse them. A file is served only to the employer whose advert that application answered, or to our own admin, and every employer download is logged.
- Access control, on the principle of least privilege. Nobody gets more access than their job needs. Employers see only their own adverts and their own applications, candidates see only their own account, and the software checks that on every single request rather than trusting a link. The API uses a per employer key, scoped to that employer's data, replaceable instantly if it leaks.
- The admin area is behind a separate password, held as a hash, with signed and time limited sessions, and it refuses to open at all until the starter password has been changed.

- Hardening. Security headers on every response, no third party scripts, no advertising or analytics tags, uploads restricted by type and size, and a honeypot on public forms.
- Data minimisation by design. We do not ask for a date of birth, a national insurance number, an address or bank details, because we never need them.

Organisational measures

- Least privilege, applied to people as well as software. One person has administrative access, the director named above. There is no shared login, no agency with a password, no offshore support desk, and no standing access for anybody who does not need it. If that ever changes, this page changes with it.
- Access and deletion logs. We record every CV downloaded by an employer with the date, every consent with its exact wording and timestamp, every erasure with what was erased and why, every data request, and every advert taken down after a report. That is how we can answer you, or the ICO, with evidence rather than assurance.
- Automatic deletion. Retention is enforced by the software on a schedule, not by somebody remembering: applications at twelve months, CVs held on consent at twelve months from the last confirmation, dormant accounts at six months, adverts at thirty days.
- Regular backups. The database and the uploaded files are backed up automatically by the hosting platform on a rolling schedule, so a fault or a mistake does not lose anybody's data. Backups carry the same encryption and the same access restrictions as the live system, and anything restored from them arrives under the same protections. Deletions work through to backups within the backup cycle, so an erasure is not quietly undone by a restore.
- Change control. Every change to this site is recorded in version control with a reason, so any change to how data is handled can be traced to a date.

If something goes wrong

If there is a personal data breach we investigate immediately, contain it, and record it, whatever its size. Where the breach is likely to result in a risk to people's rights and freedoms we report it to the Information Commissioner's Office within 72 hours of becoming aware of it, as Article 33 requires, and where it is likely to result in a high risk we tell the people affected directly and without undue delay, in plain English: what happened, what data was involved, what we have done, and what they should do. We keep a written record of every breach and of the reasoning where we decide one is not reportable, which the ICO can ask to see.

8a. Who processes data for us (Article 28)

We use a small number of carefully selected service providers, called processors, who host the website, the database and the email system, and who take card payments. Each processor is bound by a written contract that requires it to process personal data only on our documented instructions, to keep it secure and confidential, to use approved sub processors only, to help us answer your requests, and to delete or return the data when the work ends. None of them may use it for their own purposes.

We keep the list deliberately short, and here it is in full:

Who | What they do | What they can see | Where

Our hosting and infrastructure provider | Runs the servers and the storage the site sits on, and takes the backups | Everything stored by the site, as any host technically can | United Kingdom or European Economic Area

Our email provider | Sends applications to employers, job alerts and password reset links | The contents of those emails, including a CV attached to an application | United Kingdom or European Economic Area

Our payment provider | Takes card payments from employers | The employer's own billing details. No candidate data at all, and no card number ever reaches this website | United Kingdom or European Economic Area

That is the complete list. There is no analytics company, no advertising network, no data broker, no marketing platform and no artificial intelligence service in it. Nothing on this site is processed by a third party for its own purposes.

A current list of processors, naming the companies, is available on request from dpo@hiringuk.co.uk. We answer that in writing, usually the same working day. We keep this section up to date: if we add or change a processor, this page changes with it, and where the change is significant we tell account holders before it takes effect.

8b. Where your data is, and what happens if that changes

Your data is stored in the United Kingdom or the European Economic Area, and it stays there. We do not routinely transfer personal data outside those areas, and we have deliberately chosen suppliers so that we do not have to.

If that ever changes, we will rely on one of the following, in this order, and we will say so on this page before the transfer starts:

- UK adequacy regulations, where the destination country has been assessed by the UK government as providing adequate protection;
- otherwise the International Data Transfer Agreement (IDTA), or the UK Addendum to the EU standard contractual clauses, together with a documented transfer risk assessment (the data protection test) showing the protection in the destination is not materially lower than under UK law.

One case is worth naming: if you apply to an advert placed by an employer based outside the UK, your application goes to that employer, in that country, because that is what applying means. The advert shows where the employer is, and you decide whether to apply.

8c. If this business is sold, or stops

Most privacy notices deal with this in one sentence: if the company is bought, your data goes with it. That is true as far as it goes, and it is not much of a promise to somebody who trusted us with their CV. So here is ours, in full.

- If the business is sold or merged, personal data may transfer to the buyer as part of it. We will tell you before your data becomes subject to a different privacy notice, and you will have the chance to withdraw and have your data erased first rather than after.
- Any buyer takes the promises with the data. We will not sell the business to anybody who will not agree, in the sale contract, to honour the retention periods, the consent wording and the no candidate database rule set out on this page. If a buyer wants the data on different terms, they must ask you themselves, and you are free to say no.
- Your data is not an asset to be sold on its own. We will not sell, licence or transfer a candidate list, a CV database or a mailing list separately from the business itself, in a sale, an insolvency or anything else. There is no candidate database here to sell, which is the surest form of that promise.
- If the business simply stops, we do not leave the data sitting on a server for somebody to find. Everything that is not required to be kept by law, principally tax records, is erased, files included, and the erasure is recorded in the same way as every other erasure we make.
- You will be told. Whichever of these happens, we write to the address we hold for you before it takes effect, not afterwards.

8d. If you work at a business we have written to

This section is not about candidates. It is about the person whose name is on a company's contact page, and it exists because we hold that kind of information and had not written it down here.

What we hold. Your name where a published one exists, your job title, a work telephone number, a work email address, the company, and a note of where each of those came from. Nothing about you personally, and nothing we would not expect to find on the company's own website or its Companies House record.

Why. Legitimate interests, Article 6(1)(f): offering a business service to a business that looks like it needs one. We keep the balancing test in writing and you can ask for it.

Where we got it. Published sources. A company website, a Companies House filing, a trade listing, a job advert the company placed itself. Never bought, never scraped in bulk, and never taken from a candidate's CV. If we write to

you, the letter tells you which of those it was, in the letter, not in a link.

What we will not do. We do not approach an address we cannot tell is a business address. That test fails closed: if we cannot classify it, nobody writes to it. We screen telephone numbers before anybody rings, because the rules on unsolicited calls apply to a business line too. And we do not pass your details to anybody, at any price.

How long. Until you tell us to stop, or twelve months after the last approach that got no reply, whichever comes first. A company that never answers is not a prospect. It is an address we are wasting.

How to stop it. One line back to us, or dpo@hiringuk.co.uk. No reason needed, no form, and it takes effect the same day. We keep the fact that you asked, and nothing else, so that we cannot write to you again by accident later.

8e. What the legal words actually mean

Three phrases do most of the work in a notice like this, and they are usually left undefined. Here they are in plain English.

The phrase | What it means when we use it

Performance of a contract | You asked us to do something and we cannot do it without the information. You press apply, so we have to send your CV somewhere. There is nothing to weigh up: without the data there is no service.

Legal obligation | The law makes us. Tax records, the checks an employment business has to carry out, a court order. We have no discretion about these and neither do you, which is why an erasure request cannot reach them.

Legitimate interests | The one that needs explaining. It means we have weighed what we want to do against what it costs you, and concluded we can do it. That weighing is written down and it is published in full, not summarised and not available on request: read the assessment. If you disagree with the conclusion, you can object, and we stop unless we can show grounds that override your objection. Say so at dpo@hiringuk.co.uk.

The reason for spelling this out: "we process your data on the basis of our legitimate interests" is a sentence a person can read and learn nothing from. It sounds like permission somebody else granted. It is actually a decision we made, which you are entitled to see and entitled to challenge.

9. Complaining to us, and to the regulator

You have the right to complain to us directly about how we handle your personal data, under section 164A of the Data Protection Act 2018. You can use the data request form, choosing "something else", or email dpo@hiringuk.co.uk with the word "complaint" in the subject line, or write to us at the address above.

When you do, we will:

- acknowledge it within 30 days of the day after we receive it;
- investigate it without undue delay and take appropriate steps to put it right;
- tell you the outcome in writing, in plain English, and what we have changed;
- keep a record of the complaint, what we did and what we decided.

You do not have to complain to us first, but it is usually the quickest way to fix something. You can complain to the Information Commissioner's Office at any time: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, telephone 0303 123 1113, ico.org.uk. For anything that is not about data, use our service complaints procedure.

9a. Cross border transfers, in short

Our systems and our data stay in the United Kingdom or the European Economic Area. If that ever changes we will rely on UK adequacy regulations, or the International Data Transfer Agreement or the Addendum to the EU standard contractual clauses, and we will say so here before the transfer starts.

10. Changes

If we change this notice we update the date at the top of the page, and for significant changes we email account holders. Continuing to use the site after a change means you accept the updated notice.

Drugs and alcohol policy

Version 1.1, last updated 18 September 2026.

This applies to every worker HIRINGUK LTD places, on every assignment, and to us. It is published rather than handed over on a first day, because the things in it that will catch somebody out are the things they need to know before they take the shift, not after.

The one that catches good people, first. It is almost never the drink on the night. It is the morning after, and it is medicine from a pharmacy. Neither feels like wrongdoing and both can end a licence. Sections 3 and 4 are the ones to read if you read nothing else.

1. The rule, in one line

Nobody starts a shift, or continues one, while unfit through drink or drugs. That is not a house rule we invented. For anybody who drives it is a criminal offence, and for everybody else it is a duty under health and safety law that falls on the worker personally as well as on us.

2. The law behind it

- Road Traffic Act 1988 section 4: driving, attempting to drive, or being in charge of a vehicle while unfit through drink or drugs. Note "in charge": sitting in the cab with the keys counts, and people are convicted on it.
- Section 5: driving or being in charge over the prescribed alcohol limit. In England, Wales and Northern Ireland that is 35 micrograms per 100 millilitres of breath. In Scotland it is 22, and a great many drivers do not know that the limit changes when they cross the border on the same trip.
- Section 5A: driving with a specified controlled drug above a specified limit. For eight illegal drugs the limits are set so low that they are effectively zero tolerance. It is a separate offence from being unfit, so it does not matter whether your driving was affected.
- Health and Safety at Work etc. Act 1974 section 2 puts a duty on an employer, and section 7 puts a duty on the worker to take reasonable care of themselves and of anybody affected by what they do.
- Misuse of Drugs Act 1971 section 8: an occupier who knowingly permits the production or supply of controlled drugs on premises commits an offence. That is why a client site takes this as seriously as we do.
- For anybody in a safety critical role, being unfit is also a breach of the duty of care that sits behind every assignment, whether or not a vehicle is involved. A reach truck at height is not a car, and it is not less dangerous.

3. The morning after, which is the one that actually happens

Alcohol leaves the body at roughly one unit an hour, and there is nothing that speeds it up. Not coffee, not a shower, not a fry up, not sleep. Sleep passes the time and does nothing else.

So the arithmetic is unforgiving. Finish drinking at one in the morning after eight or nine units, and you are not clear until nine or ten. A six o'clock start is a drink drive offence before the shift begins, and you will feel completely normal, because feeling normal and being under the limit are different things.

Work it out backwards from the start time, not forwards from the last drink. If the number is tight, it is not tight, it is a no. Ring us and we will move the shift. We would rather lose a shift than a licence, and a client who would rather have the shift is a client we will argue with.

4. Prescribed and over the counter medicines

This section exists because it is the one nobody writes down, and it ends careers.

Section 5A covers prescription medicines too, at specified limits, including amphetamines, clonazepam, diazepam, flunitrazepam, lorazepam, methadone, morphine, oxazepam and temazepam. Codeine metabolises to morphine. A pharmacy painkiller taken for a bad back can put somebody over a statutory limit without a single illegal act anywhere in the story.

There is a statutory medical defence, and it is worth knowing exactly what it requires: the drug was prescribed or supplied for a medical or dental problem, it was taken in accordance with the advice given, and your driving was not actually impaired. Take more than prescribed, or take somebody else's, and the defence is gone.

- Ask the pharmacist the direct question: "Can I drive an HGV on this?" Not "is it strong". They answer this several times a day.
- Keep the prescription or the packet with you. If it is ever asked about at the roadside, the label is the evidence, and a label in the cab is worth more than an explanation.
- Tell us, and you will not lose work for telling us. We do not need to know your diagnosis and we will not ask. We need to know whether you can do this task safely this week. Very often the answer is yes with a different task, and that conversation only happens if you start it.
- Watch the ordinary ones. Older antihistamines for hay fever, some cough medicines and some sleeping tablets cause drowsiness that lasts into the next day.

5. Testing, and why it is not only drivers

A lot of people assume this is a lorry thing. It is not. Large warehouse and distribution sites test too, and so do manufacturers, because a reach truck at height and a press line are no kinder than a road. If you are going on a site you have not worked before, assume testing is possible and ask before the day rather than at the gate.

We do not test at random and we do not test for the sake of it. Where testing happens it is because a client's site requires it as a condition of entry, or because there is a reasonable and specific concern, or after an accident.

Saliva, not urine, and the difference matters to you

Most sites have moved from urine to an oral fluid swab, and that change is in the worker's favour rather than against.

What it finds | How far back

Saliva swab | The drug itself, so roughly what is in somebody now | Hours, and for most substances about a day

Urine | What the body made while breaking the drug down, which lingers long after any effect has gone | Days, and for regular cannabis use it can be weeks

Read that second row again, because it is the one that ends careers unfairly. Under a urine test somebody who smoked cannabis on a Friday two or three weeks ago, and who is completely unimpaired today, can still fail. Under a swab, in most cases, they will not. The swab is asking a question much closer to the only one that matters on a shift: are you fit right now?

None of which makes cannabis a free pass, and it would be dishonest to imply otherwise. It is a controlled drug, it is one of the eight on the road traffic list with a limit close to zero, and a site that finds it will act on it whatever we think. What we will not do is pretend that a positive result from three weeks ago proves anything about today. If a test result is stale and a site treats it as current, we will say so on your behalf.

- It needs your agreement, every time. A test is a medical procedure and consent is not something we take once at registration and keep for ever.
- A result is health data. It is special category data under Article 9 of the UK GDPR. We record the outcome and the date, never the detail, and it is held under the conditions set out in our appropriate policy document.
- Refusing is not the same as failing, and we will not pretend it is. But a site that requires a test as a condition of entry can refuse entry, and if that happens the assignment cannot go ahead that day. We will tell you that plainly rather than letting you find out at a gate.
- The client is told whether you are available. Nothing else. Not the reason, not the result, not the fact that a test happened.

6. What happens if somebody is not fit

- The shift stops. Immediately, and before any conversation about why. Nobody drives home. We arrange transport or a taxi, and we will argue about the cost afterwards rather than in the moment.

- We talk to you, not about you, and on another day if that day is not the day for it.
- We look for the reason before we look for a penalty. A missed medicine, a night shift rota that nobody can sleep on, a bereavement and a dependency are four different things with four different answers, and only one of them ends in the disciplinary procedure.
- If it is dependency, we will help rather than only dismiss. We will point you at your GP, at Drinkline on 0300 123 1110 and at Frank on 0300 123 6600, and we will hold a conversation about coming back. We are a small business and we cannot fund a treatment programme, and we will not pretend otherwise. What we can do is not make it worse.
- Where an assignment has to end, it ends. Safety critical work and impairment do not sit together, and we will not place somebody where the consequence of being wrong is somebody else's life.

7. Dependency and the Equality Act, because this is widely misunderstood

Addiction to alcohol or to a drug is expressly excluded from being a disability by the Equality Act 2010 (Disability) Regulations 2010, unless the addiction was originally the result of a medically prescribed drug or other medical treatment.

But that is not the end of it, and this is the part people miss. A condition caused by an addiction can itself be a disability: depression, liver disease, an anxiety disorder. And any unrelated condition somebody happens to have is protected in the ordinary way. So "it is an addiction, therefore the Equality Act does not apply" is wrong often enough that we say so here rather than working it out under pressure later.

8. Driving licences and the duty to tell DVLA

Drug or alcohol dependency, and in some cases persistent misuse, are notifiable to DVLA, and the standards are stricter for a Group 2 licence, which is what a lorry or bus licence is. The duty to notify is yours and nobody else can do it for you. Failing to notify a notifiable condition is an offence.

We will not report you to DVLA in your place and we will not threaten to. We will tell you the duty exists, because a driver who finds out about it from a court has been failed by everybody around him.

9. What we will not do

- We will not put somebody on a shift we have been told they are not fit for, whatever a client says about needing the vehicle moved.
- We will not pass a test result to a client, or to another agency, or to anybody who rings up and asks.
- We will not treat asking for help as an admission of guilt. Somebody who tells us before a shift has done the right thing, and it will be recorded as the right thing.
- We will not search anybody or their vehicle. We have no power to and we will not pretend we have.

10. Smoking, vaping and the site rules

Smoking is prohibited in enclosed workplaces and in work vehicles used by more than one person, under the Health Act 2006 and the smoke free regulations made under it. Vaping is not covered by that law, but almost every warehouse and every cab treats it the same way, and a client's site rule is a term of your assignment. If you are not sure on a new site, ask before you light anything, including outdoors, because a fuel forecourt and a food site have reasons that are not about tidiness.

11. Where to get help that is not us

- Drinkline, free and confidential, 0300 123 1110, weekdays 9am to 8pm, weekends 11am to 4pm.
- Frank, for drugs, free and confidential, 24 hours, 0300 123 6600.
- Your GP. A conversation with a GP is confidential and does not reach an employer.
- Samaritans, free, 24 hours, 116 123, if what is underneath it is not really the drinking.

None of these report to us and none of them need our permission. That is the point of listing them.

12. If it is about us

If anybody working for HIRINGUK LTD pressures a worker to take a shift they have said they are not fit for, that is a matter for the speaking up policy, and it is more serious than the original problem, not less. A shift is worth a few pounds of margin. Nothing on this page is about margin.

Speaking up: whistleblowing policy

Version 1.1, last updated 18 September 2026.

This policy is for anybody who works through HIRINGUK LTD, on any assignment, and for anybody who works with us. It is published rather than handed out on request, because a protection nobody knows about protects nobody.

First, the word itself

“Whistleblowing” means telling somebody that something at work is wrong. That is all it means. It comes from a referee blowing a whistle to stop play.

It is a strange word and plenty of people who have worked their whole lives in this country have never heard it used, let alone somebody who learned English on a building site or in a warehouse. So this page is called speaking up, and if the word on the form ever confuses anybody, ignore the word and read the next line.

It is not telling tales and it is not disloyalty. Parliament passed an Act in 1998 specifically to protect people who do it, because the alternative had been proved over and over: things go wrong, somebody knew, and nobody felt safe saying so. In warehouses and on the road that costs people fingers, backs and occasionally lives.

The three things people get wrong, first, because they are the reasons somebody stays quiet.

- You do not have to be right. The law protects a reasonable belief. If you honestly and reasonably believed something was wrong, you are protected even if it turns out you were mistaken.
- You do not have to come to us first. You may go straight to a regulator. The list of who is on the next section, and you need nobody's permission.
- No agreement can stop you. Section 43J makes any clause in any contract void insofar as it tries to stop a protected disclosure. That includes a settlement agreement, a confidentiality clause and anything a client asks you to sign on site.

1. What the law actually says

Part IVA of the Employment Rights Act 1996, put there by the Public Interest Disclosure Act 1998, protects what it calls a protected disclosure. Section 43B says a disclosure qualifies if you reasonably believe it is in the public interest and that it tends to show one or more of six things:

- a criminal offence has been, is being or is likely to be committed
- somebody has failed, is failing or is likely to fail to comply with a legal obligation
- a miscarriage of justice has occurred, is occurring or is likely to occur
- the health or safety of any individual has been, is being or is likely to be endangered
- the environment has been, is being or is likely to be damaged
- information tending to show any of the above is being, or is likely to be, deliberately concealed

Note the last one. Covering something up is itself a qualifying disclosure, separately from the thing being covered up.

2. What it protects you from

- Detriment. Section 47B: you must not be subjected to any detriment because you made a protected disclosure. On agency work, detriment usually looks like losing shifts, being moved to a worse rota, being taken off a site, or simply not being rung again.
- Dismissal. Section 103A: a dismissal is automatically unfair if the reason is a protected disclosure. There is no qualifying period of service, so it protects somebody on their first week.
- And the compensation is uncapped. Unlike an ordinary unfair dismissal, an award for whistleblowing dismissal has no statutory ceiling. That fact exists to make it expensive to punish somebody for telling the truth.

A worker supplied by an agency is covered. Section 43K extends the definition of worker specifically to include somebody introduced or supplied to do work by a third party, which is exactly the position of a temporary worker on a client's site. If a client's manager punishes you for speaking up, the law still reaches it.

3. Who you may go to, directly, without telling us

Section 43F lets you make a disclosure to a prescribed person, and you are protected for it just as if you had come to us, provided you reasonably believe the matter falls within their remit and the information is substantially true. These are the ones that matter in our work. You do not need our agreement and we will never ask you to come to us first.

If it is about	Go to
Health and safety at work, dangerous machinery, unsafe racking, no training	Health and Safety Executive, 0300 003 1647
Pay below the minimum wage, unpaid holiday, unlawful deductions	HMRC national minimum wage enquiries, 0300 123 1100 (the Acas helpline routes it)
How an employment agency or employment business behaves	The Fair Work Agency, which took over the Employment Agency Standards Inspectorate and the GLAA
Labour exploitation, forced labour, someone controlling a worker's pay or documents	Modern Slavery Helpline, 08000 121 700, free and confidential, 24 hours
Drivers' hours, tachograph falsification, an unroadworthy vehicle	DVSA, and in an emergency the police
Personal data being misused, a CV being sold, a breach covered up	Information Commissioner's Office, 0303 123 1113
Tax evasion, false self-employment, wages paid off the books	HMRC fraud reporting
A job advert that is a scam, or unfair working practices	JobsAware, free, non-profit, set up with the Metropolitan Police
A crime in progress, or anybody in danger	999. Nothing on this page comes before that.

Independent advice, free and confidential, from Protect on 020 3117 2520, the national whistleblowing charity. They are not us, they do not report to us, and we would rather you rang them than stayed quiet.

4. Telling us, and the difference between confidential and anonymous

These two words get used as though they mean the same thing. They do not, and the difference decides what we can do for you.

- Confidential means we know who you are and we do not pass your name on. It is the stronger option, because we can come back to you with questions, and because a report we can develop is a report we can act on.
- Anonymous means we do not know either. You are welcome to do it, and our form does not ask for a name. Be aware of the limit, honestly stated: an anonymous report we cannot ask a single question about is sometimes impossible to investigate, and we would rather tell you that now than pretend otherwise.

Either way, you get a reference number. Keep it. An anonymous report with a reference is still a report you can come back and ask about, which is the thing that usually makes anonymity useless everywhere else.

Tell us, with or without your name

5. What we do when one arrives

- Somebody reads it the same working day. A person, not a queue.
- We acknowledge it within two working days if there is any way to reach you, with the reference number.
- If anybody is in immediate danger we act first and investigate afterwards. That may mean pulling workers off a site the same shift, and we will do it without waiting to be sure.
- We tell you what we decided. Not "it has been dealt with": what we found and what changed. There are limits on what we can say about another person, and we will say when a limit is the reason rather than leaving you to guess.
- If it is criminal, we preserve the records and report it to the police, Action Fraud or the Fair Work Agency as appropriate, and we tell you we have.

6. What we will not do

- We will not ask who told us, and we will not tell a client who told us. If a client asks, the answer is no, and that answer is in our terms of business rather than in our good intentions.
- We will not stop offering you work because you spoke up. If your shifts change after a report, say so and we will account for it. Section 47B makes that our problem to answer, not yours to prove alone.
- We will not ask you to sign anything that limits this. If anybody ever does, it is void under section 43J, and we would rather you knew that than trusted us.
- We will not treat a mistaken report as a bad one. The only thing that forfeits protection is a report made in bad faith, and being wrong is not bad faith.

7. If it is about us

Then it is more important, not less. Report it in exactly the same way, or go straight to the Fair Work Agency, who regulate employment businesses and who do not need our permission or our cooperation to look at us. A company that only wants to hear about other people's problems is telling you what it will do with yours.

8. This is not the complaints procedure, and the difference matters

If something has gone wrong for you, about your pay, your shifts or how you were treated, that is a complaint and it has its own route with its own timescales. This page is for wrongdoing that affects other people or the public, whether or not it affects you. If you are not sure which one it is, use either. We will route it correctly and we will never send you away to start again somewhere else.

Cookie policy

Version 1.3, last updated 1 September 2026.

A cookie is a small text file a website asks your browser to store. This site uses as few as it can get away with. We set no advertising cookies, no tracking pixels and no third party analytics, so there is nothing here to sell your browsing to anyone.

Cookies this site can set

Name | Purpose | Type | Expires

huk_session | Keeps an employer signed in to their dashboard, adverts and applications. Set only when you sign in. | Strictly necessary | 30 days

huk_candidate | Keeps a candidate signed in to their own CV and saved jobs. Set only when you sign in as a candidate, and never when you simply apply for a job. | Strictly necessary | 30 days

huk_admin | Keeps the director signed in to the administration area. Never set on a visitor's browser. | Strictly necessary | 12 hours

huk_consent | Remembers the cookie choice you made, so we do not ask again on every page. It holds only your answer, nothing about you. | Strictly necessary | 12 months

All four are first party cookies, set by this website only, and all four are strictly necessary: under the Privacy and Electronic Communications Regulations they do not require consent, because without them the service you asked for cannot work. That is also why the banner explains rather than asks: there is no non-essential cookie here to opt in or out of.

What we do not use

- No Google Analytics or similar third party analytics.
- No advertising, retargeting or social media tracking pixels.
- No cross site profiling, and no sale of browsing behaviour.
- No fingerprinting or local storage used as a substitute for cookies.

Controlling cookies

You can delete or block cookies in your browser settings: Chrome, Edge, Firefox and Safari all have a privacy section that lists stored cookies and lets you remove them. If you block the cookies above you can still search jobs, apply and upload a CV, but employer sign in will not work, because the browser cannot remember that you signed in.

The choice we show you

When you first arrive, a panel in the middle of the screen asks what you are happy with, before you go any further. It lists four categories, three of which are off unless you switch them on:

These four categories are exactly the four switches in the cookie panel on this site, with the same names and the same explanations. If the panel and this page ever disagree, the panel is wrong and we want to know: hello@hiringuk.co.uk.

Category | What it covers | Default

Strictly necessary | Signing in, security, and remembering your cookie choice. The three cookies in the table above. | Always on, and consent is not required for it under PECR

Preferences | Remembering things like your last search between visits. | Off

Statistics | Counting visits to see which pages help people. | Off, and we run none today

Marketing | Advertising and profiling. | Off, and we do not intend to use it

Your answer is stored in the huk_consent cookie for 12 months, and you can change it any time from the "Cookie settings" link at the bottom of every page. Refusing everything optional costs you nothing: the whole site works either way, and no content is hidden behind a cookie.

Categories, and why ours is a short list

Cookie policies usually split cookies into strictly necessary, functional, analytics or performance, and advertising or targeting. Only the first category can be set without consent. This site sets nothing outside that first category, which is why there is no consent banner with an accept and reject choice: there would be nothing to reject. The banner you see is an information notice, and dismissing it only records that you have seen it.

How we count visits without cookies

We do measure the site, and we do it without a cookie and without a third party. The server records which page was requested, on which day, and which site sent the visitor, and adds them up. Nothing is stored against a person, nothing follows you to another website, and there is no identifier to opt out of. That is why the statistics category in the panel is off and still empty: we have not needed it.

Server logs

Separately from cookies, our servers keep standard request logs (page requested, time, browser type, IP address) for 90 days for security and troubleshooting. See the privacy notice.

Changes

If we ever add a non-essential cookie, we will add a proper consent banner with a genuine reject option, and it will be off until you accept it. Until then, this page lists everything.

Candidate data policy

Version 2.1, last updated 28 August 2026.

The short version: your CV goes to the employer whose advert you answered, and to nobody else. No employer can search for you here, nothing about you is sold or shared, and you can have everything we hold erased with one email or one button, free, and we will not argue about it.

This policy is the plain English companion to the privacy notice. Where the two say the same thing they use the same words on purpose. If you think they disagree anywhere, tell us and we will fix it: dpo@hiringuk.co.uk.

1. When you apply to an advert

- Your name, email, phone number if you gave one, your covering note and your CV file go to the employer who placed that advert, and to us.
- They go nowhere else. Not to another employer, not to a recruiter, not to a list, not to an advertiser, not to anybody at any price.
- We keep the application for 12 months, so we can help if there is ever a dispute about whether it arrived, and then the record and the CV file are erased automatically.
- The employer holds their own copy as an independent controller. What they do with it is governed by their own privacy information and by our terms of business, which bind them (see section 6). Ask them directly about their retention, or ask us and we will pass the request on.

2. There is no candidate database here

We do not operate a searchable database of candidates and we do not sell access to candidate data. There is nothing to buy and no subscription that unlocks people. An employer receives what a candidate deliberately sent to their own advert, and nothing else. The single exception is one a candidate asks for: an anonymous card with no name and no contact details, which an employer can read and enquire about, and which produces nothing at all unless that person then says yes. Why we work this way.

3. If you ask us to keep your CV on file

HIRINGUK LTD also recruits directly, permanent and temporary. When you apply there is a separate box, unticked, asking us to keep your CV so our own team can contact you about roles we are filling ourselves. Exactly what that means:

This is the box, and this is its wording, exactly as it appears on the application form and exactly as it is stored with your consent record (v2, 21 September 2026):

> *Keep my CV and details on file at HIRINGUK LTD so HIRING UK can contact me about other jobs, including roles HIRINGUK LTD recruits for as an employment agency or employment business. I understand my CV is not shared with any other employer or sold to anybody, that the only person who can see it is the director of HIRINGUK LTD, that it is erased after twelve months unless I confirm again, and that I can withdraw at any time with one click.*

That is not a summary. It is the same sentence, rendered from the same place in our software as the live form, so the document and the form cannot say different things.

- It is off unless you tick it, and leaving it alone changes nothing about your application.
- Only the director of HIRING UK can see it. No employer can search it, it is never shown to advertisers, and it is never sold or shared.

- We keep it for twelve months from the last time you confirmed it, then erase the record and the CV file automatically. We email you at ten months so you can decide.
- One click withdraws it, from any email we send or from your candidate area. No reason needed, no delay, and the file is deleted immediately.
- We store the exact wording you agreed to, its version and the date and time, so you can always see what you consented to and so can the regulator.
- If a role comes up, we speak to you first. We never send your CV to an employer without asking you about that specific role.
- We will never charge you a penny. Charging a work seeker a fee is against the law and we would not do it anyway.

The full explanation is on keeping your CV on file.

4. How your CV is actually protected

Not a promise, the mechanics:

- Your CV file is stored outside the public part of the website, under a name nobody can guess. No page lists CV files and there is no address anybody could try.
- It is released to one employer: the one whose advert you answered. Every download by that employer is logged with the date.
- The site is served entirely over HTTPS, and files sit on encrypted storage.
- Your password, if you create an account, is stored only as a salted hash. Nobody here can read it.
- Access follows the principle of least privilege. One person at HIRING UK has administrative access, the director. There is no shared login and no outsourced support desk.
- Deletion is done by the software on a schedule rather than by somebody remembering, and it deletes the file as well as the record.

The full technical and organisational detail is in section 8 of the privacy notice.

5. Sensitive information: please leave it out

We actively discourage candidates from including special category data (health, disability, ethnicity, religion, political opinions, trade union membership, sex life or sexual orientation, genetic or biometric data) in a CV or covering note. We do not need this information to process an application. You also do not need to give your date of birth, marital status, a photograph, or your nationality beyond confirming your right to work.

If a candidate nevertheless includes such data, we process it only on the basis of their explicit consent under Article 9(2)(a) UK GDPR, and only for the purpose of that specific application. We do not use it for any other purpose. We never extract it, index it, search on it, or make any decision using it, and it is erased with the application.

Asking for a reasonable adjustment is a different thing, and you should ask. If you need something changed to attend an interview or to do the job, tell the employer in your covering note, or ask us and we will pass the request to that employer for that application only. You never have to explain a diagnosis to have an adjustment considered: the Equality Act 2010 puts that duty on the employer.

6. What employers must do with your CV

Every employer who advertises here agrees, in the terms of business, that they will:

- use your application only to consider you for the role you applied to;
- observe the three month rule: A downloaded CV, and any copy of it, must be deleted within three months of the download, unless the employer has its own lawful basis for keeping it longer and has told the candidate what that basis is. That sentence appears word for word in the terms of business they signed up to;

- never sell, publish, bulk export or otherwise pass your details outside their own organisation, their group companies included;
- never add you to a marketing list or use your data to train an artificial intelligence model;
- keep it somewhere access controlled rather than a shared inbox;
- stop contacting you entirely once we tell them you have asked to be erased;
- tell us within 48 hours if candidate data they received from us is lost or exposed.

If an employer ignores that, tell us. We suspend accounts for it, without a refund, and we report serious cases to the Information Commissioner's Office.

7. Everything we hold about you, and for how long

What | Why we have it | How long

Your application: name, email, phone, covering note and CV file | To send it to the employer whose advert you answered | 12 months from the day you applied, then erased automatically, file included

Your candidate account, if you made one | So you can see what you sent and delete it yourself | 6 months from your last visit. We email you first, and signing in resets it

A CV kept on file, only if you ticked that box | So our own team can contact you about roles we recruit for | 12 months from your last confirmation. We ask at 10 months, and one click withdraws it

A job alert, if you set one up | To email you matching adverts | Until you stop it, which is one click in every email

Messages you send us | To answer you | 24 months

Server logs | Security and fixing faults | 90 days

These are not aspirations. The software deletes on this schedule by itself, and every erasure is recorded.

8. Changing or removing your data

There are three ways, and all of them are free:

- Do it yourself. Sign in to your candidate area and press delete. Your account, your applications and the CV files attached to them are erased immediately.
- One click. Every job alert email and every CV on file email carries a link that stops it or withdraws it on the spot.
- Ask us. Use the data request form or email dpo@hiringuk.co.uk. Say whether you want your data updated (send the new details or a new CV and we replace them) or erased (we delete it and confirm in writing).

We action requests within one month and usually within days. There is no charge, and we will not ask you why.

One honest limit: we cannot reach into an employer's own systems. Erasing your data here does not erase the copy an employer already received. Ask them directly, or ask us and we will pass the request on for you.

9. Your rights, in one place

- See it. Ask and we send you a copy of everything we hold about you.
- Correct it. Tell us what is wrong and we fix it.
- Delete it. A button in your candidate area, or ask and we erase it and confirm in writing.
- Stop it. Withdraw consent for alerts or for a CV on file, in one click, at any time.
- Object, restrict, or take it elsewhere. All available, all free, all answered within a month.
- No automated decisions. No algorithm scores, ranks or rejects your application. A person at the employer reads it.

10. If you are not happy

Tell us first at dpo@hiringuk.co.uk. You have a statutory right to complain to us about how we handle your data under section 164A of the Data Protection Act 2018: we acknowledge within 30 days, investigate without undue delay and tell you the outcome in writing. You can also complain to the Information Commissioner's Office at any

time, without coming to us first: ico.org.uk, 0303 123 1113.

11. Who is responsible

Grigore Octavian Pupazan, Data Protection Lead and director of HIRINGUK LTD, at dpo@hiringuk.co.uk. A request about your own data goes to him, not to a queue.

12. If somebody has died

Data protection law does not cover the deceased, but leaving an account open helps nobody. If you are the executor or an immediate family member, email dpo@hiringuk.co.uk with the person's name and the email address they used, and we will close the account and erase what we hold. No paperwork demanded.

13. What we will never do

- Charge a candidate anything, for any part of this service, ever.
- Sell, rent or share your details with recruiters, list brokers or marketing companies.
- Let an employer browse, search or buy candidate data. There is nothing to browse and nothing for sale.
- Send your CV to an employer you did not apply to without asking you first about that specific role.
- Use your CV to train an artificial intelligence model.

14. Spotting a bad advert

No legitimate employer on this site will ask you for a payment, for bank details before an offer, or for your passport before an interview. If one does, stop, and report the advert or email hello@hiringuk.co.uk. We take adverts down for it, refuse refunds to the advertiser, and report serious cases to the authorities.

Website terms of use

Version 1.6, last updated 11 September 2026.

These terms apply to everybody who uses this website. By using it you accept them. If you do not accept them, please do not use the site.

Who you are dealing with

These terms are an agreement between you and HIRINGUK LTD, a company registered in England and Wales, company number 17414012, registered office 270 Slade Road, Birmingham, England, B23 7LX. Registered with the Information Commissioner's Office under ZC253598.

That is the party you are contracting with, the party responsible to you, and the party to write to if you ever need to send a formal notice or start a claim. HIRING UK is a trading name, not the contracting party. We put this first because a set of terms that never names a legal entity is a set of terms nobody can enforce, and you should know who is on the other side before you read the rest.

Everyday questions: hello@hiringuk.co.uk. Data protection: dpo@hiringuk.co.uk. Formal notices: by post to the registered office above.

1. What this site is

This website is an advertising platform. We publish job adverts placed by employers, and candidates apply to those adverts directly. We never sell access to candidate data, and no advertiser can search for candidates here. What we sell through this site is advertising, not placement: through this site we do not introduce candidates for a placement fee, we do not supply workers, and we are not a party to any contract of employment that results. Where HIRINGUK LTD separately provides recruitment agency or employment business services to a client, those are governed by their own written agreement and by the Conduct of Employment Agencies and Employment Businesses Regulations 2003, not by these website terms. Whichever applies, a work seeker is never charged a fee.

2. Adverts are the advertiser's responsibility

Employers write their own adverts and are responsible for their accuracy and legality. We check adverts for obvious breaches of our rules, but we cannot verify every claim about salary, hours or the employer's identity. Treat an advert as an invitation to apply, not as a contractual offer.

1a. When we act as a recruitment agency

HIRINGUK LTD does two things. This website is an advertising platform, and separately the company acts as an employment agency and employment business, finding people permanent and temporary work directly. When we do that we are covered by the Employment Agencies Act 1973 and the Conduct of Employment Agencies and Employment Businesses Regulations 2003, and we follow them:

- We never charge a work seeker a fee for finding or seeking to find them work. Not a registration fee, not an admin fee, not a training or equipment charge, not now, not ever.
- We tell you, before you agree to anything, whether we are acting as an employment agency (permanent work with the hirer employing you) or an employment business (temporary work where we or an umbrella pay you), together with the type of work, the location, the hours, the rate, the length of the assignment and any qualifications or checks the role needs.
- We do not put you forward to any employer without speaking to you first and getting your agreement to that specific role.
- We keep the records the Regulations require, and we handle your data as set out in the privacy notice.
- If something goes wrong, our complaints procedure applies, and you can also go to the Fair Work Agency, which took over from the Employment Agency Standards Inspectorate in April 2026.

Nothing on this website obliges you to use that service, and using this website does not put you on any list. A CV is kept for our own recruitment only where you ticked the box asking us to, which is explained on keeping your CV on file.

2a. What we do not do, and what you should check

Because this site is a place to advertise rather than an introduction service, there are things we do not do and you should not assume. We do not vet employers or candidates, verify qualifications, take references, confirm anybody's identity or right to work, assess whether a role is suitable or safe, or arrange accommodation or transport.

If you are applying: check who the employer really is, the start date, how long the work lasts, the hours, the location, the pay and how it is paid, any health and safety risks, and what qualifications or checks the role needs. Never pay to get a job, and never hand over bank details or identity documents before a genuine offer.

If you are hiring: you remain responsible for identity and right to work checks, for qualification checks, for references, and for a DBS check where the role involves vulnerable adults or children. Our shortlisting guide explains how, and for professional roles two references and a check of the register are the minimum.

3. Your account

Keep your password to yourself and tell us at once if you think somebody else has used it. You are responsible for everything done through your account. One account is for one organisation: do not resell or share access.

2b. Keeping you safe from illegal content

People can post adverts and send applications here, so this is a user to user service and we take the duties in the Online Safety Act 2023 seriously. In practice that means:

- We assess the risk. The realistic risks on a job board are recruitment fraud, adverts that charge work seekers a fee, human trafficking and labour exploitation, and adverts designed to harvest identity documents. We keep a written assessment of those risks and review it when the service changes.

- We check adverts. Every advert is looked at when it is published and whenever somebody reports it. We remove illegal content as soon as we are aware of it, and suspend the account behind it.
- We make reporting easy. Anybody, user or not, can report an advert in thirty seconds, anonymously if they prefer. Reports are read the same working day.
- We tell you what we did. If you gave us a way to reply we tell you the outcome. If you think we got a decision wrong, about your advert or about your report, say so and a different person reviews it.
- We work with the authorities. Suspected fraud goes to Action Fraud, suspected exploitation to the Fair Work Agency or the police, and we preserve what we hold.
- This is not a service for children. The minimum age is 16, the content is job adverts, and we do not target or design for under 18s.

3a. Age: 16 and over only

You must be at least 16 to use this site or to apply for a job through it. If you are under 16, this is not the right place to look for work: speak to your school, college or a careers adviser about age appropriate options. If we find an account or an application belongs to somebody under 16, we close it and delete the data.

Employer accounts may only be opened by somebody aged 18 or over who is authorised to act for the organisation. Employers advertising work for 16 and 17 year olds remain responsible for the law on young workers, including hours, rest breaks and prohibited work.

4. What you upload

You keep ownership of what you upload. You give us a licence to store it and to display it on this site for the purposes described in the privacy notice. You confirm that you are entitled to upload it, that it is accurate, and that it does not infringe anybody else's rights.

5. Availability

We aim to keep the site available at all times but we do not guarantee it. We may suspend it for maintenance, and we may change or withdraw features. Where a paid advert is affected by a long outage that is our fault, we extend the advert by the time it was down.

6. Intellectual property

The HIRING UK name, logo, site design and copy belong to us. You may not copy or reuse them without permission, other than the logo files on our brand page, used as described there. You may not scrape, harvest or bulk copy adverts or candidate data by any automated means.

6a. Your responsibility to us

If you place an advert or upload content and it turns out to be unlawful, misleading, discriminatory or an infringement of somebody else's rights, you are responsible for the consequences, including any claim, fine or reasonable cost we incur as a result. That is not a trap for honest mistakes: we will always ask you to correct something first where correction is possible.

6b. Automated access

Do not scrape, harvest, index or bulk copy adverts, candidate profiles or any other content by automated means, and do not use this site to build a competing database. Ordinary search engine crawling within our robots.txt is welcome, and we will happily discuss a data feed if you have a legitimate use for one.

7. Liability

We do not exclude liability for death or personal injury caused by our negligence, for fraud, or for anything else that cannot lawfully be excluded. Otherwise we are not liable for indirect or consequential loss, loss of profit, loss of business, or loss arising from a hiring decision, an application, or reliance on an advert. For paid services, our total

liability is limited to the fees you paid us in the 12 months before the claim.

6c. Job alerts, and what an email can and cannot be

If you ask for job alerts we send them, at most one a week, matching the search you set up, and every one carries a one click unsubscribe.

What we cannot promise is delivery. Once an email leaves us it is handled by your provider, and whether it arrives in an inbox, a promotions tab, a spam folder or an hour late is decided there rather than here. We are not responsible for a job you did not see because an email was filtered or delayed, and no alert service anywhere can honestly say otherwise. The board itself is always current, so if a role matters to you, look rather than wait.

An alert is also not a reservation. A job you are emailed about may already have had fifty applications by the time you open it, and we have no way to hold one for you.

7a. What we do stand behind

Every set of website terms we have read, including the ones we read to write these, is a list of things a company will not be responsible for. So here is the short list of things we will be, and what happens if we get one of them wrong. It is deliberately short, because a promise you cannot keep is worse than no promise.

- Every advert on this site states the pay. Not most of them. If you find a live advert here with no pay figure on it, that is our failure and not a judgement call: tell us and we will take it down the same day.
- An application goes to the one employer whose advert it answered. It is not copied to a second advertiser, it is not added to a searchable database, and it is not sold. There is no database for it to be added to.
- We do not run third party tracking scripts. You can verify that yourself with the developer tools in your browser, and we would rather you did than took our word for it.
- Our published prices are the prices. The same for a first time advertiser as for anybody else. There is no rate that depends on how badly you need somebody.
- If an advert closes with no decision recorded, we tell the applicant so ourselves. We cannot make an employer reply. We can stop somebody waiting for a reply that was never coming, and that part is on us.
- Every contract we would ask you to sign is published before you sign it. Nothing is produced after the fact.

If we break one of these on a paid advert, tell us and you choose: the advert runs again free, or we refund it. You do not have to argue that you lost anything, because that is not the point of the promise.

7b. Changing these terms

We may need to change these terms. When we do, the version number and the date change with them, and what changed is written underneath this page in plain English. That history is the notice: you can see what these terms said before and when it moved.

If a change materially affects a paid advert already running, the terms you bought under are the terms that apply to it. We do not apply a new term backwards to something you have already paid for.

8. Ending your use

You can stop using the site at any time and ask us to close your account. We can suspend or close an account that breaks these terms, the acceptable use rules or the law.

8a. Your statutory rights

Nothing in these terms takes away a right you have by law. If you are using this site as a consumer rather than for a business, the Consumer Rights Act 2015 applies to you whatever these terms say, any term a court would find unfair is not binding on you, and your right to bring a claim in the courts of the part of the United Kingdom you live in is unaffected. If you think any term here is unfair, tell us at hello@hiringuk.co.uk: we would rather rewrite it than defend it.

9. Law

These terms are governed by the law of England and Wales, and the courts of England and Wales have exclusive jurisdiction. If any part of them is found unenforceable, the rest still applies.

10. Contact

Questions about these terms: hello@hiringuk.co.uk.

Employer terms of business

Version 1.8, last updated 9 September 2026.

These terms apply when a business buys advertising from HIRING UK. They sit alongside the website terms of use. Where the two conflict, these terms win for paid services.

1. The contract

You place an order by choosing a package on the site. That is an offer to buy. The contract starts when we confirm the order and raise the invoice. Advert credits and subscriptions are for the use of the ordering organisation only.

2. Prices and payment

- Prices are those published on the pricing page at the time of the order and are exclusive of VAT. VAT is added at the prevailing rate, currently 20%, and every invoice shows the net amount, the VAT and the total.
- We invoice on order. A card payment publishes the advert automatically. By any other method it publishes, and access is switched on, on the same business day we can see the payment.
- Approved account customers may pay within 30 days of the invoice date. Credit is subject to a credit check, and we may ask for payment in advance instead.
- Late payment carries interest at 4% above the Bank of England base rate, accruing daily, together with interest and reasonable recovery costs under the Late Payment of Commercial Debts (Interest) Act 1998. We would always rather send a reminder than an invoice for interest.
- Payments are made in full without set off, counterclaim or deduction. A purchase order number is added to the invoice if you give us one, but it does not change the due date.
- Unused adverts or credits are not refunded and do not carry over beyond their validity period.
- Introductory pricing and your rate lock. Some prices are published as time limited launch or introductory rates. If you buy at one of those rates, that price stays yours for the same package while you keep buying it without a gap of more than six months, and for years from the date of your first paid advert on this account, even after the standard rate returns. The years are counted from that date and are not extended by later purchases. We write to you at least two months before they end, we give 30 days written notice before changing any price you are on, and a change never affects an advert already paid for or the current month of a subscription. A founding advertiser number, and the badge that goes with it, are permanent and are not affected by the end of the rate lock. What the locked price is a price of.
- Advert credits in a job pack are valid for 12 months from purchase and are not refundable once used.

3. What you get

- Single advert: one advert, live for 30 days, unlimited applications delivered to your dashboard.
- Featured advert: as above, pinned above standard adverts and highlighted for the 30 days, and included in the weekly candidate email.
- 5 job pack: five standard advert credits, each redeemable for one 30 day advert.
- Company logo and branding: your logo shown on a single advert (£10) or on every advert you post while a monthly branding subscription runs (£25 a month).
- Recruiter unlimited: unlimited adverts, every one featured, with branding included, on a rolling monthly basis.

One advert covers one role in one location. Adverts covering multiple unrelated roles, or a location list that is really several vacancies, will be asked to split into separate adverts. An advert is identified by its own reference: deleting one and posting it again counts as two adverts.

Your advert, your responsibility

You write the advert and you publish it at your own risk. You are solely responsible for its content and for any claim, complaint, fine or loss arising from it, and you indemnify us against those. Nothing in an advert may be discriminatory, hateful, obscene, threatening, harassing, misleading or unlawful, and no advert may charge a work seeker a fee. We may remove any advert that breaks these rules immediately, without notice and without a refund, suspend or close the account behind it, and report it to the police, the Fair Work Agency, the Gangmasters and Labour Abuse Authority or the Information Commissioner's Office as appropriate. Any check we carry out is for our own purposes and does not transfer responsibility for the advert to us.

Advert content, in addition to the advert rules

- No duplicate adverts for the same role posted to take up more of the board.
- No keyword stuffing: repeating job titles or padding the text with words to influence where the advert ranks.
- No adverts that are really a franchise, an investment, a business opportunity, a training course, a survey or an affiliate scheme.
- No charging a work seeker any fee at any point, refundable or not, and no requiring them to buy materials, uniform or training before they start.
- Contact details inserted purely to divert applicants away from the platform may be removed.
- We may correct obvious spelling and formatting errors and adjust how an advert is displayed. We will not change what the advert says without asking you.

4. Cancellation and refunds

- Cancel an advert before it is published and we refund it in full.
- Once an advert is live it is not refundable, because the service has been delivered. If you fill the role early you can close the advert from your dashboard at any time.
- Monthly subscriptions are rolling. Cancel with 30 days notice by emailing hello@hiringuk.co.uk. We do not refund part months.
- Business to business contracts do not carry the 14 day consumer cooling off period. A sole trader buying outside their business would be treated as a consumer and we would honour that right.

4a. If an invoice goes unpaid

You should know what happens and when, rather than find out. This is the whole of it:

- Day 1 after the due date. We email you. It is usually a card that expired or an invoice that reached the wrong person, and it is usually fixed the same day.
- Day 14. A second email, and we ring if we have your number. Still nothing switches off.
- Day 30. We stop accepting new orders on the account, and adverts already paid for keep running to the end of their thirty days. You are not cut off from work you have paid for.
- Day 60. We may suspend the account and take remaining adverts down, and statutory interest and recovery costs apply from the original due date.

What we will never do, at any point: delete the applications and CVs sent to your adverts because of a debt. Those are other people's data. Candidates applied to you in good faith, they are nothing to do with an argument about an invoice, and using them as leverage would be wrong. Your applications stay available to you, and they are erased on our normal retention schedule and not a day earlier.

If money is genuinely tight, tell us before the due date rather than after. We would far rather agree a date with you than send a reminder you are already dreading.

5. Your obligations

- Advertise only genuine, currently available vacancies for which you or your named client are recruiting.
- Follow the acceptable use and advert rules and the equality policy. We remove adverts that break them, without a refund.
- Use candidate data only to consider candidates for a genuine vacancy. Do not sell it, publish it, bulk export it, add it to marketing lists or pass it outside your organisation.
- Comply with the UK GDPR as controller of the candidate data you receive, including telling candidates what you do with it and keeping it no longer than you need it.

6. No guarantee of applications

We sell advertising and access, not outcomes. We cannot guarantee a number of applications, a quality of applicant or a successful hire, because those depend on your role, salary and location. What we will do, free, is review an advert that is underperforming and tell you honestly how to improve it.

6a. The free re-run

In detail, so there is nothing to argue about later:

- What counts as bringing nobody. Fewer than applications across the days, so a single unsuitable applicant does not cost you the offer.
- How long you have. days from the day the advert ends. We email you when it ends and we tell you in that email whether the re-run is yours, so you are not relying on having read this page. Miss the days and ask anyway: where the delay was ours, or you were away, we will still do it.
- How many times. Once per advert. The re-run itself does not carry a further one, otherwise it would be a free advert forever rather than a second chance.
- What it is not. It is not a refund, and it does not apply to an advert you closed early because you filled the role.
- The one exclusion. Where we told you before publication that the pay was below the usual range for that role, and you published at that figure, the re-run is not owed on that advert as it stands, because running the identical advert at the identical pay would fail in the identical way. We show you that warning on screen before you publish, you have to press the button a second time to go ahead, and we store what we said, word for word, against that advert so that neither of us is relying on memory. Change the thing we flagged, by moving the pay into the range or by stating in the advert why the figure is fixed, and the free re-run applies in full.

7. Suspension

We can suspend or remove an advert, or suspend an account, where an advert breaks our rules or the law, where payment is overdue, or where candidate data is misused. Where the fault is ours we credit the time lost. Where it is not, no refund is due.

8. Liability

Our total liability for any claim connected with a paid service is limited to the fees you paid for that service. We are not liable for loss of profit, loss of business, recruitment costs, or the acts of any candidate. Nothing here limits liability that cannot lawfully be limited.

8a. Annex: candidate data terms

What you receive, precisely

When somebody applies to your advert you receive, by email to the address on the advert and in your dashboard: their name, email address, telephone number if they gave one, any covering note, and the CV file they attached, together with the advert it relates to and the date and time. That is the whole of it. You do not receive anything they did not choose to send you, and you receive nothing at all about anybody who did not apply to your advert.

What you never receive: access to any candidate database, any candidate who applied to a different employer, anybody whose CV we hold on file for our own recruitment, or any special category data we have extracted, because we do not extract any.

Special category data

We actively discourage candidates from including special category data (health, disability, ethnicity, religion, political opinions, trade union membership, sex life or sexual orientation, genetic or biometric data) in a CV or covering note. We do not need this information to process an application. If a candidate nevertheless includes such data, we process it only on the basis of their explicit consent under Article 9(2)(a) UK GDPR, and only for the purpose of that specific application. We do not use it for any other purpose. That is the position we publish to candidates in our privacy notice and candidate data policy, word for word, and you agree to hold to the same line: if a CV you receive from us happens to contain such data, you must not extract it, index it, build a profile from it or take it into account in your decision, and you must delete it with the rest of the application. Asking a candidate for special category data, or for a photograph, date of birth or marital status, through an advert on this site is a breach of these terms.

Your position in law

From the moment an application reaches you, you are an independent controller of your copy under the UK GDPR. We are not your processor and you are not ours: each of us is responsible for our own copy, and neither can bind the other. In practice that means you must:

- have your own lawful basis for holding it, and your own privacy information to give a candidate who asks;
- answer data subject requests about your copy yourself, and tell us within five working days if a request also concerns data we hold;
- keep it securely, in an access controlled place rather than a shared inbox or an open drive;
- keep it only while you need it for that vacancy and any resulting employment, and in any event observe the three month rule below: A downloaded CV, and any copy of it, must be deleted within three months of the download, unless the employer has its own lawful basis for keeping it longer and has told the candidate what that basis is.
- use it only to consider that person for the role they applied to, with no marketing, no onward sharing, no resale and no use to train an artificial intelligence model;
- tell us without undue delay, and within 48 hours, of any breach affecting candidate data you received from us, so that we can meet our own obligations.

These terms apply to every piece of candidate data you receive from us, which means the applications sent to your own adverts. That is the only route by which an advertiser receives candidate data: we do not sell access to candidate data and no advertiser can search for candidates on this platform. Where HIRINGUK LTD keeps a CV for its own recruitment, with that candidate's express consent, it is visible only to the director and is never made available to advertisers. These terms exist because the ICO expects both sides of a data sharing arrangement to know exactly where they stand.

- Roles. We are the controller of candidate data until it reaches you. From that point you are an independent controller of your copy. Neither party is the other's processor, and neither can bind the other.
- Purpose. You may use the data only to consider that candidate for a genuine, current vacancy in your organisation or, where you are a recruitment business, for a named client with a genuine vacancy.
- No secondary use. No marketing, no newsletters, no adding candidates to a database you sell or share, no enriching a third party dataset, and no training an artificial intelligence model on CVs.
- Security. Keep CVs somewhere access controlled, not in a shared inbox or an open drive, and do not send them on to anybody who does not need them.
- Retention. Keep candidate data only while you need it for the vacancy and any resulting employment, and delete it after that. If you keep a talent pool you must have your own lawful basis and tell candidates.

- Candidate requests. If a candidate asks you for a copy of their data, or asks you to delete it, that is your request to answer as controller. Tell us within five working days if a request also concerns data we hold.
- Incidents. Tell us without undue delay, and within 48 hours, if candidate data you received from us is lost, exposed or accessed without authority, so that we can meet our own obligations to the candidate and to the ICO.
- Who we are, for your records. HIRINGUK LTD, company number 17414012, is the controller for the data described in the privacy notice. Our Information Commissioner's Office registration is ZC253598. A signed copy of these terms and the service agreement is available on request for your supplier file, and every policy is downloadable as one PDF from the policies page.
- Tell applicants what happened. You agree to record an outcome for each application in your dashboard, which takes one press and tells the candidate automatically. We will send you one reminder if applications sit for more than ten days. We do not fine anybody for not doing it and we could not police it if we tried, but your answer rate is calculated by us and published on your own adverts once you have had enough applications for the figure to be fair. Where an advert closes with nothing recorded, we tell the applicants that ourselves rather than leave them waiting.
- Delete when the search is over: three months. A recruitment exercise is normally concluded within three months. A downloaded CV, and any copy of it, must be deleted within three months of the download, unless the employer has its own lawful basis for keeping it longer and has told the candidate what that basis is. This is a term of this contract, not guidance, and it is the same sentence, word for word, that we publish to candidates in our candidate data policy. Ignoring it is a breach of these terms and grounds for suspension without refund.
- No onward supply. You may not sell, licence, publish or pass candidate data to anyone outside your own organisation, and that includes other companies in your group and any client who has not instructed you on that specific vacancy.
- After an erasure request. If we tell you a candidate has asked to be erased, you must stop downloading or transferring their material, remove them from spreadsheets and exports, and not contact them about current or future vacancies.
- Genuine vacancies only. Adverts must be for real, currently available roles. Posting an advert to collect CVs for a role that does not exist is a breach of these terms and of the law on misleading practices, and ends the account without a refund. Logins are personal: no sharing, no reselling.
- Enforcement. Breaking these terms ends your access immediately and without a refund, and serious cases are reported to the ICO.

8c. What we do at our end

Our obligations under this contract are not only commercial. On the data you receive through us we:

- serve the whole site over HTTPS and hold uploaded files on encrypted storage, outside the public web root;
- release an application only to the employer whose advert it answered, and log every CV download;
- hold passwords only as salted hashes and sign every session, so an account cannot be forged;
- limit administrative access to the director of HIRINGUK LTD, with no shared logins;
- delete on a published schedule automatically rather than on request only;
- keep a written record of consents, downloads and erasures, so either of us can evidence what happened;
- tell you without undue delay if a personal data breach affects data connected to your account, and report to the Information Commissioner's Office within 72 hours where the law requires.

Section 8 of the privacy notice sets out the technical and organisational measures in full, and our processors are listed there by role.

8b. Fairness

These terms are written for businesses, and they are deliberately short of the clauses that make this industry's contracts unpleasant: there is no automatic annual renewal, no minimum term on adverts, no fee for hiring

somebody, no rebate schedule, no charge for failed payments, and no clause that lets us bill you for something you did not order. If you think a term here is unreasonable, say so and we will look at it. Nothing in these terms excludes liability that cannot lawfully be excluded, and if you are a sole trader buying outside your business, your consumer rights apply in full.

9. General

Neither party is liable for failure caused by events outside its reasonable control. These terms are the whole agreement between us on paid services, and are governed by the law of England and Wales.

Service agreement (customer contract)

Version 1.2, last updated 28 August 2026.

This is the contract that applies when you buy anything from HIRING UK. You accept it when you place an order, and your order reference is the record of that acceptance. Nothing is hidden behind a sales call: the whole agreement is on this page.

1. Parties

The Supplier: HIRING UK ("we", "us"), operator of the job board at www.hiringuk.co.uk. The Customer: the organisation named on the order and invoice ("you"), acting through the person who places the order and who confirms they are authorised to do so.

Supplier details

HIRINGUK LTD, trading as HIRING UK 270 Slade Road, Birmingham, England, B23 7LX Registered in England and Wales, company number 17414012 Registered with the Information Commissioner's Office, reference ZC253598 Email hello@hiringuk.co.uk Data protection enquiries dpo@hiringuk.co.uk, to Grigore Octavian Pupazan, Data Protection Lead Monday to Friday 9am to 3.30pm, Saturday 10am to 2pm

HIRINGUK LTD is not VAT registered, so there is no VAT on our prices and the price you see is the price you pay. Ask us for the current position at hello@hiringuk.co.uk and we will confirm in writing.

2. How the contract is formed

You select a package on the pricing page or when posting an advert. That order is an offer to buy. We accept it by issuing an invoice with a reference in the form HUK-YYMM-XXXXXX. From that moment this agreement, the terms of business, the website terms, the advert rules and the privacy notice form the whole agreement between us. No purchase order wording of yours varies it unless we agree in writing.

3. What we supply

Package | What you receive | Duration

Single job advert | One advert for one role, on the job board and in search, with all applications and CVs delivered to your dashboard | 30 days from publication

Featured job advert | As above, pinned above standard adverts, highlighted, and included in the weekly candidate email | 30 days from publication

5 job pack | Five standard advert credits | Credits valid 12 months from purchase

Company logo and branding | Your logo shown on an advert, or on every advert while a branding subscription runs | Per advert, or rolling monthly

Recruiter unlimited | Unlimited adverts, every one of them featured, with branding included | Rolling monthly

4. Fees and payment

- Fees are those published on the pricing page when you order, and exclude VAT, which is added at the prevailing rate (currently 20%).

- We issue a VAT invoice on order. A card payment publishes the advert automatically. By any other method the advert publishes, and access switches on, on the same business day we can see the payment.
- Approved account customers may pay within 30 days of the invoice date. Overdue amounts may carry statutory interest and reasonable recovery costs under the Late Payment of Commercial Debts (Interest) Act 1998.
- We give 30 days written notice of any price change. A change never affects an advert already paid for, or the current month of a subscription.
- Where you buy at a published launch or introductory rate, that rate stays yours for the same package while you keep buying it without a gap of more than six months.

5. Our obligations

- Publish your advert as submitted, subject to the advert rules, and keep it live for the full paid period.
- Keep the platform available with reasonable skill and care, and extend any advert affected by a prolonged outage that is our fault by the time lost.
- Deliver every application to your dashboard and keep your CV downloads available for the life of your account.
- Handle personal data as set out in clause 8 and in the privacy notice.
- Acknowledge support requests automatically when they arrive, and answer them within two working days.

6. Your obligations

- Advertise only genuine, currently available vacancies, described accurately.
- Follow the advert rules and the equality policy.
- Keep account credentials secure and not share or resell access.
- Use candidate data only to consider candidates for a genuine vacancy, and never sell, publish, bulk export or market to it.
- Pay invoices when due.

7. Term, cancellation and termination

- This agreement runs for the duration of the package bought, and for subscriptions until either side cancels.
- Cancel an unpublished advert at any time for a full refund. Once live, an advert is delivered and is not refundable, although you may close it early.
- Cancel a subscription with 30 days written notice to hello@hiringuk.co.uk. Part months are not refunded.
- Either party may end this agreement immediately if the other commits a material breach that is not put right within 14 days of being asked in writing, or becomes insolvent.
- We may suspend or remove content, or suspend the account, where the advert rules or the law are broken, or where payment is overdue. Where the fault is ours we credit the time lost, otherwise no refund is due.

8. Data protection

For candidate data collected through this platform we are the controller until it is delivered to you, and you become an independent controller of the copy you receive. Each party complies with the UK GDPR and the Data Protection Act 2018 in its own right, keeps appropriate security measures, and tells the other without undue delay about a personal data breach affecting data shared under this agreement. You agree not to keep candidate data longer than you need it for the vacancy and any resulting employment, and to answer candidate rights requests you receive about your own copy.

9. Confidentiality

Neither party discloses the other's confidential information (including candidate data, pricing agreed outside the published list, and account information) except to staff who need it, and each keeps it confidential for three years after this agreement ends.

10. Warranties and what is not promised

We warrant that we will supply the services with reasonable skill and care and that we have the right to provide them. We do not warrant a number of applications, the suitability of any applicant, or that a vacancy will be filled, because those depend on the role, the pay and the market. You warrant that every advert you place is genuine, lawful and accurate.

11. Liability

Neither party excludes liability for death or personal injury caused by negligence, for fraud, or for anything else that cannot lawfully be excluded. Subject to that, neither party is liable for indirect or consequential loss, loss of profit, loss of business or loss of goodwill, and our total liability for all claims connected with a service is limited to the fees you paid for that service in the 12 months before the claim.

12. General

- Force majeure: neither party is liable for delay caused by events outside its reasonable control.
- Assignment: you may not assign this agreement without our written consent, which we will not unreasonably refuse.
- Third parties: nobody other than you and us has rights under this agreement.
- Notices: by email, to hello@hiringuk.co.uk and to the address on your account.
- Variation: only in writing, or by us updating these published terms with 30 days notice to account holders.
- Law: the law of England and Wales, with the exclusive jurisdiction of its courts.

13. Acceptance

Placing an order confirms that you have read and accepted this agreement on behalf of the customer organisation. We record the date, the order reference, the package and the account that placed it, and you can see all of that at any time under Orders and invoices in your dashboard. Want a countersigned copy on paper or PDF for your records? Email hello@hiringuk.co.uk with the order reference and we will send one.

Acceptable use and advert rules

Version 1.2, last updated 28 August 2026.

These rules keep the board worth reading. They apply to every advert, profile, message and file on this site. Breaking them means the content comes down, and for a paid advert, without a refund.

The advertiser is responsible for the advert

We are a publisher, not the author. Everything in an advert is written by the advertiser, published on their instruction and at their own risk. By posting, an advertiser confirms the vacancy is genuine, that they are authorised to advertise it, and that they take full responsibility for its content, including any claim that arises from it. We check adverts and we take them down, but no check by us moves that responsibility.

The wording our software refuses on an advert, the section of the Equality Act 2010 behind each one and what to write instead, is published in full on advert wording.

Never, under any circumstances

These end an advert immediately, without notice and without a refund, and can end the account with it:

- Hate. Anything that abuses, degrades or incites hatred against people because of race, colour, nationality, ethnic origin, religion or belief, sex, sexual orientation, gender reassignment, disability, age, marriage or civil partnership, or pregnancy and maternity.
- Harassment, threats and intimidation. Content that bullies, threatens, stalks or intimidates any person, or that targets an individual.

- Obscenity. Sexual, pornographic, grossly offensive or gratuitously violent content, and adult services of any kind.
- Discrimination. Wording that excludes people on a protected characteristic, as set out in our equality policy. That includes age ranges, gendered job titles and requirements that are not genuinely needed for the job.
- Extremism and violence. Anything that promotes terrorism, violent extremism or violence against anybody.
- Charging a work seeker. Any fee, deposit, subscription, training charge or equipment cost demanded of an applicant, refundable or not.
- Exploitation. Anything suggesting forced labour, trafficking, unlawful deductions, or work below the National Minimum Wage.
- Other people's data. Publishing somebody's personal details, or a photograph of a person, without their permission.
- Anything unlawful. If it would be a crime to do it, it cannot be advertised here.

Where content is illegal, we preserve the record and report it: recruitment fraud to Action Fraud, labour exploitation to the Fair Work Agency, which took over that work from the Gangmasters and Labour Abuse Authority on 7 April 2026, hate crime and threats to the police, and data misuse to the Information Commissioner's Office. We cooperate fully with any investigation.

Every advert must

- Be a genuine, currently available vacancy that you or a named client are recruiting for.
- Name the employer, or say clearly that it is a recruitment business advertising on behalf of a client.
- State the location honestly, including whether it is remote, hybrid or on site.
- State pay as a figure or a realistic range. Not a preference and not a style note: an advert with no pay figure cannot be published here. The form refuses it, the API refuses it and a feed import skips it. "Competitive", "negotiable", "DOE" and "attractive salary" are the same word, and the answer to all of them is the same.
- Describe the role, the hours and what is required, in plain English.

If you are not naming the client

Advertising a role without naming the end employer is legitimate and there are real reasons for it: somebody is being replaced who has not been told, or a company does not want its competitors to know it is hiring. We allow it, on four conditions.

- You are named. Your own company name and the fact that you are a recruitment agency or employment business go on the advert. That is regulation 27 of the Conduct Regulations and it is not optional. An advert with no employer and no agency on it is an advert from nobody.
- The pay is still stated. Anonymity is not a way round the pay rule. It is the most common way it gets tried, and it does not work here.
- You hold the client's written authority and the job exists today. Advertising a role you have not been instructed on, in order to collect CVs, is the practice regulation 27 exists to stop.
- The candidate learns the name before they are asked to attend anything. Not after an interview is arranged and not on the day. Somebody is entitled to know whose door they are walking through, and to say no once they know without that counting against them.

An advert like this is labelled on the page, so nobody thinks they are applying direct. It appears in the company directory under the agency's name rather than the client's, and it does not create an employer page for a company that never agreed to have one.

Never allowed

- Charging a candidate to apply, to be considered, for training, for equipment, for a DBS check or for a uniform, before employment starts. This is prohibited by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 and we will report it.
- Adverts that are actually a pitch for a course, a franchise, a multi level marketing scheme, an investment, or self employment dressed up as a job without saying so.
- Discriminatory wording or requirements that breach the Equality Act 2010. See the equality policy.
- Collecting bank details, passport copies or national insurance numbers through an advert or before an offer.
- Roles that are unlawful, unsafe, adult in nature, or that involve working without the legal right to work in the UK.
- Duplicate adverts for the same role posted to gain more space on the board.
- Keyword stuffing: repeating a job title or padding the advert with words to influence where it appears in search.
- Contact details or links inserted to divert applicants away from the platform for the purpose of avoiding fees.
- Uploading malware, or any file you are not entitled to share.

Handling the applications you receive

- Use an application only to consider that person for the job they applied to.
- No marketing, no newsletters, no adding applicants to a mailing list.
- No reselling or sharing candidate data outside your organisation, group companies included.
- Stop contacting a candidate who asks you to stop, and tell us if you receive such a request.

Technical rules

Do not attempt to gain unauthorised access to any part of the site, probe or scan it, use automated tools to harvest data, place excessive load on it, or interfere with other users. We log access and will cooperate fully with the police where the Computer Misuse Act 1990 is engaged.

Reporting something

See something? Report it. Use the report an advert form. It takes thirty seconds, you can do it anonymously, and it goes to a person rather than a queue. We read reports the same working day and take adverts down first when they plainly break these rules. You can also email hello@hiringuk.co.uk with the advert reference. We review reports the same working day, and we would rather look at ten fair adverts than leave one bad one up.

Equality and diversity policy

Version 2.0, last updated 28 August 2026.

Nobody should be filtered out of a job by the wording of an advert. This policy sets out what that means in practice on a job board: what we refuse to publish, the narrow exceptions the law allows, what we do about adjustments, how we behave ourselves, and what happens when somebody tells us we have got it wrong.

It applies to everything published on www.hiringuk.co.uk, to every advertiser using it, and to HIRINGUK LTD itself as an employer and as an employment agency.

1. The law we work to

The Equality Act 2010 protects nine characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Race includes colour, nationality and ethnic or national origins.

It matters where the law puts the duty. Section 39 makes it unlawful for an employer to discriminate in the arrangements for deciding who to offer work to, which includes the advert. Section 55 puts the same duty on an employment agency. Section 111 makes it unlawful to instruct, cause or induce somebody else to discriminate, and section 112 covers knowingly helping them do it. In plain terms: an advertiser who writes a discriminatory advert is liable, and so is anybody who publishes it for them knowing what it says. That is why we take this

seriously rather than treating adverts as somebody else's words.

Four kinds of unlawful behaviour are covered: direct discrimination (treating somebody worse because of a characteristic), indirect discrimination (a rule that applies to everybody but puts one group at a disadvantage and cannot be justified), harassment, and victimisation (treating somebody badly because they complained or supported a complaint).

2. Wording we refuse to publish

These come up constantly and are usually carelessness rather than malice, which is why we ask for a rewrite before we remove anything.

Instead of | Write | Why

"Young and dynamic", "recent graduate", "mature person", "5 to 10 years experience" | Describe the work and the skill: "comfortable running a site single handed" | Age. A fixed years-of-experience band is indirect age discrimination unless you can justify it

"Salesman", "handyman", "he will be responsible for" | "Salesperson", "maintenance operative", "you will be responsible for" | Sex. Gendered titles and pronouns tell half your applicants not to bother

"English as a first language", "British only", "no foreign nationals" | "Right to work in the UK" and, if it is genuinely needed, "clear written English for reports" | Race and nationality. Say the real requirement, which is almost always right to work or a standard of English

"Must be fit and healthy", "no health problems" | The actual task: "regular lifting up to 25kg, with mechanical aids available" | Disability. Describe the job, not the person, so a disabled applicant can judge it and ask for an adjustment

"Full clean driving licence" on a role with no driving | Leave it out | Disability. An unnecessary requirement that excludes people is indirect discrimination

"No family commitments", "must be fully flexible", "no career breaks" | The real pattern: "one weekend in four, rota published a month ahead" | Sex, pregnancy and maternity. Vague flexibility demands fall hardest on carers

"Native speaker", "must be a practising Christian", "girls wanted for the bar" | The skill, or nothing | Race, religion or belief, sex. All unlawful unless a genuine occupational requirement applies

A photograph, date of birth, marital status or nationality demanded with the application | Ask for none of it | You do not need it to decide who to interview, and asking invites a claim

We also refuse adverts that ask health questions before an offer. Section 60 of the Act prohibits pre-offer health enquiries except in narrow cases such as finding out whether adjustments are needed for the interview itself.

3. The exceptions the law does allow

They are real, and they are narrow. An advert relying on one must say so plainly and the advertiser must be able to justify it if asked:

- Occupational requirement (Schedule 9): the characteristic is a genuine, crucial requirement of the role and applying it is proportionate. A women's refuge recruiting a female support worker is the standard example, not a shop wanting "a young team".
- Positive action (sections 158 and 159): you may encourage applications from an under represented group, and at the point of appointment you may prefer an equally qualified candidate from that group. You may not appoint a less qualified person because of a characteristic. "We particularly welcome applications from..." is lawful. "Women only need apply" for an ordinary job is not.
- Disability works one way: treating a disabled person more favourably is lawful, and a guaranteed interview scheme for disabled applicants who meet the essential criteria is welcome here.
- Genuine legal requirements: a minimum age set by law for the work (alcohol, certain machinery, some driving categories), or a DBS check the role legally requires.

4. Reasonable adjustments

For candidates using this site. If any part of it stops you applying, email hello@hiringuk.co.uk and we will take your application by email and pass it to the employer ourselves, free, and confirm to you that we have. That is a

standing offer. The accessibility statement sets out what we test and what is still not right.

At interview. Employers have a legal duty to make reasonable adjustments. You never have to explain a diagnosis to have an adjustment considered. Tell the employer in your covering note, or tell us and we will pass the request to that employer for that application only, and to nobody else.

We ask employers to name a contact for adjustments in the advert, to describe the work honestly (the lifting, the nights, the stairs) so people can judge it for themselves, and to consider a guaranteed interview scheme.

Asking for an adjustment is not special category data being handed over. We do not record it, index it or keep it beyond that application. See section 5 of the candidate data policy.

5. If a client asks us for a diverse shortlist

This gets asked, and it is asked in good faith by people who mean well. It is also the request most likely to put both of us in front of a tribunal, so it is worth setting out the answer before anybody needs it.

What we will not do is promise a shortlist that must contain somebody of a particular sex, race, age or any other characteristic. Two reasons, and the second one surprises people.

- Leaving a stronger candidate off a shortlist, or putting a candidate on it, because of a protected characteristic is direct discrimination against whoever was displaced. It does not stop being direct discrimination because the motive was a good one.
- Section 159 does not cover shortlisting. It permits preferring a candidate from an under-represented group at the point of appointment, and only where the candidates are as qualified as each other. It also has a condition that gets overlooked: section 159(4)(c) says it does not apply where the employer has a policy of treating people who share the characteristic more favourably. A standing promise of diverse shortlists, offered to every client as standard, is exactly such a policy, and it would take the protection of section 159 away from the very appointments it was meant to protect.

What we will do instead, all of which is lawful, and most of which works better anyway:

- Widen the advert rather than narrow the list. Rewrite the requirements so they describe the job rather than the last person who did it, put the pay in, say where and when the work is, and advertise it where different people will see it. A short list is usually a symptom of a narrow advert.
- Name the essential requirements and cut the rest. Most specifications carry years of experience and qualifications nobody checks again after the first week. Every one of them narrows the field, and some of them narrow it by age or by background without anybody intending it.
- Blind screening on request. We will send the shortlist with names, ages, addresses, schools and dates removed, so what reaches the hiring manager is the experience. That is lawful for everybody and it costs us nothing.
- A guaranteed interview scheme for disabled applicants who meet the essential criteria. Treating a disabled person more favourably is lawful in a way that no other characteristic is, and we will set one up for any client who wants one.
- Encourage, in the advert itself. "We particularly welcome applications from" is lawful under sections 158 and 159 and we will publish it without a word.

And if a client insists on a quota, we say no in writing. Not to be difficult: instructing, causing or inducing discrimination is unlawful for them under section 111, and knowingly helping it is unlawful for us under section 112. "The client asked for it" is the thing section 111 exists to catch. We would rather lose the assignment than be the agency that did it, and we would rather say so now than argue about it on the day.

6. Data, monitoring and what we deliberately do not do

- We do not collect equality monitoring data on this site: no ethnicity box, no disability box, no diversity questionnaire. We are not going to gather special category data we do not need in order to publish a statistic about ourselves.

- We actively discourage candidates from putting such data in a CV, and we never extract, index or search on it. The wording is identical in the privacy notice and the candidate data policy.
- No algorithm ranks, scores or rejects an applicant here. There is no automated shortlisting, no artificial intelligence sifting CVs, and no machine deciding who an employer sees. A person at the employer reads what was sent.
- Search results are not personalised. Two people searching the same words in the same town see the same adverts, in the same order. Nothing about who they appear to be changes what they are shown.
- What we do count is complaints and removals under this policy, so section 8 can report something real rather than an intention.

7. How this is enforced on adverts

- Adverts are checked against these rules when published, and again whenever anybody reports one. Every advert page carries a report link that needs no account.
- Where the wording looks careless we ask for a rewrite, usually the same day, and we will suggest the words. Most advertisers fix it immediately.
- If it is not corrected, the advert comes down. No refund, under the terms of business.
- Deliberate or repeated breaches end the account, and serious cases are reported to the Fair Work Agency, which took over the Employment Agency Standards Inspectorate in April 2026, or to the police where the content is criminal.
- Where a candidate was affected, we tell them what we did.

8. Our own conduct, as an employer and an agency

HIRINGUK LTD is also an employment agency and an employment business, so the same rules bind us when we place people. We will not accept an instruction from a client to exclude candidates on any protected ground, and we will say so in writing and end the arrangement rather than quietly comply. Under section 111 taking that instruction would be unlawful in itself.

In our own hiring: we advertise on our own board, we state the pay, we shortlist against the requirements of the job written down before we look at anybody, and we make adjustments on request without asking for a diagnosis. Everybody who works for or with us reads this policy and signs the training record before they are given access to anything.

9. If you think we have got it wrong

Tell us. Use the complaints procedure, which issues a reference immediately and acknowledges within one working day, or report the advert if it is quicker. Complaining costs nothing and we do not treat people worse for complaining: victimisation is itself unlawful and would end an account here.

You can also go outside us at any time. The Equality Advisory and Support Service advises on the Equality Act free of charge. Acas advises on employment rights on 0300 123 1100. An employment tribunal claim about discrimination in recruitment normally has to be started within three months less one day of the act complained of, so do not wait for us to finish if that deadline is close.

10. Review

Owned by Grigore Octavian Pupazan, director of HIRINGUK LTD. Reviewed at least every twelve months and whenever the law changes. Next review due: August 2027. Earlier versions are listed below.

Harassment and bullying policy

This policy applies to anybody we place on an assignment, anybody who uses this board, and anybody who deals with HIRINGUK LTD at all. It sits alongside our equality policy, which covers discrimination in adverts and in hiring. This one is about how people are treated once they are at work.

Read this first, because it is unusual and it shapes everything below. The best written version of this policy we have read belongs to a recruitment group with offices in five countries. It routes a complaint to a Group Finance Director, backed by a Head of Inclusion, an annual training programme and an external HR consultant. Every one of those is a real thing they really have.

HIRINGUK LTD is one person. Naming roles we do not have would make the first sentence of this policy false, and a policy whose first sentence is false protects nobody. So this is written to the shape of the company that has to keep it.

1. What harassment is, in law

Section 26(1) of the Equality Act 2010: unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating somebody's dignity, or of creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Section 26(2) covers unwanted conduct of a sexual nature. Section 26(3) covers being treated worse because you rejected it, or because you put up with it.

Harassment also covers conduct aimed at somebody because of a characteristic they are thought to have but do not, and conduct aimed at somebody because of who they are associated with, such as a family member.

2. Which characteristics, and the two that are not on the list

Section 26(5) lists seven: .

3. What it looks like on a shift

Most policies on this subject give office examples. This board is about depots, warehouses and cabs, so these are the shapes it actually takes.

Bullying has no legal definition of its own. We treat it as behaviour that is offensive, intimidating, malicious or an abuse of position, usually repeated, that humiliates or undermines somebody. Where it relates to one of the seven characteristics it is also harassment and unlawful. Where it does not, it is still not happening on our watch. What it is not is a supervisor giving a lawful instruction, or telling somebody plainly that their work is not good enough.

4. The duty that changed in October 2024

5. What we actually do

6. What we do not claim

This list is here on purpose. A policy is only worth reading if you can tell which parts of it are real.

7. Reporting it, and what happens then

Email hello@hiringuk.co.uk, or use our complaints procedure if you would rather it went through that. You can also ring the number on your assignment confirmation.

Confidentiality, and its honest limit.

8. Nobody is punished for raising it

Section 27 of the Equality Act calls it victimisation, and it is unlawful separately from the harassment itself. It covers making a complaint, giving evidence about somebody else's, and being thought to be about to do either.

In this trade the punishment is rarely a dismissal. It is the phone not ringing next week. That is why we count shifts offered to a worker before and after a report: so that if it ever happened here, it would show in our own figures rather than depending on somebody's word.

9. When the complaint is about us

So here is what we do instead. We will still write down what was reported, on the day, and we will still answer it. But we will tell the person, in the same message, that they do not have to accept our answer and that these routes exist and do not depend on us.

Three months less one day. That is the time limit for a discrimination claim, counted from the act complained of, and it does not pause while somebody waits for us to reply. If you are near it, start ACAS early conciliation and carry on talking to us at the same time. We would rather lose a claim on the merits than win one because somebody ran out of time waiting for our email.

10. Review

This policy was written before it was needed, which is the only honest time to write one. It is reviewed when the law changes, when a complaint shows it did not work, and otherwise once a year. Every version is in our document register with the date it applied from.

Accessibility statement

Version 1.1, last updated 28 August 2026.

A job board that some people cannot use is a job board that shuts them out of work. This statement says what we tested, what we found, what we fixed and what is still not right. It is a record of an audit, not a promise.

This statement applies to the whole of www.hiringuk.co.uk, run by HIRINGUK LTD.

1. The standard we hold ourselves to

We aim to meet the Web Content Accessibility Guidelines 2.2 at level AA, which includes everything in 2.1 AA. We are not a public sector body, so the Public Sector Bodies Accessibility Regulations 2018 do not apply to us. We follow the standard anyway, because the Equality Act 2010 requires us to make reasonable adjustments and because it is the right way to build.

2. What we tested, and how

Audited on 28 August 2026 against WCAG 2.2 AA, by internal review. What that involved:

- An automated sweep of 600 pages, reached by crawling the site rather than hand picked, checking every page for a page language, exactly one main heading, heading levels in order, a main landmark, a skip link, alternative text on every image, an accessible name on every link, form controls with real labels, tables with header cells, and input purpose on fields that ask for your own details.
- Every colour combination in the design calculated against the AA contrast ratio, twenty pairs in all: body text, muted text, links, headings, buttons, tags, form labels, the hero, the footer, and the success, warning and error messages.
- Keyboard only navigation of the main journeys: searching, reading an advert, applying with a CV, setting a job alert, registering as an employer, posting an advert and paying.
- Browser zoom to 200 percent and a 320 pixel wide viewport, checking that nothing is lost or cut off and that no horizontal scrolling is needed.
- A screen reader over the same journeys, and testing with animation turned off at the operating system level.

3. What the audit found, and what we did

Four problems, all fixed on the day of the audit, before this statement was published:

What was wrong | Who it affected | What we did

Heading levels jumped on many pages, for example a level 1 followed by a level 3, which breaks the outline a screen reader reads out | Screen reader users navigating by heading | Corrected the level on every page. Where a heading had to look smaller, that is done with styling, because a heading level is structure and not size

Fields asking for your name, email, phone, company or password did not tell the browser what they were for | Anyone using autofill, which particularly helps people with a motor or memory impairment | Added the correct input purpose to

every one of those fields, so your browser or password manager fills them in

The footer headings were a level 4 under a level 2 | Screen reader users | Made them level 2, looking exactly the same

One link on the privacy notice read simply "here", which means nothing when links are read out on their own | Screen reader users | Rewrote it to describe where it goes

After the fixes, the same 600 page sweep came back with no failures on any of those checks, and every colour pair passes AA, most of them comfortably.

4. Why there is no accessibility button in the corner of this site

You will have seen them: a small round icon, bottom left or bottom right, that opens a panel offering high contrast, bigger text, a screen reader, colour changes. They are called accessibility overlays, and several recruitment sites use one. We have decided against it, and this is the reasoning, because a decision like that should be arguable rather than silent.

- An overlay does not change the page underneath it. It is a script that sits on top and tries to patch what it finds. If a button has no label in the markup, the label is still missing when the widget is closed, and it is missing for everybody who never opens the widget, which is almost everybody.
- People who rely on assistive technology have asked for them to stop. Screen reader users report overlays fighting with the software they already use and have configured. Somebody who has spent years setting up their own tools does not want a website overriding them.
- The claims made for them have been found to be false in law. In January 2025 the United States Federal Trade Commission ordered the largest overlay vendor to pay one million dollars over claims that its product automatically made websites conform to the accessibility guidelines, and over reviews that were presented as independent when they were not. The final order bars it from repeating the compliance claim without evidence.
- It would contradict something else we promise. An overlay is a third party script that loads on every page. We refuse like buttons and follow widgets for exactly that reason, and it would be a strange rule that kept out a share button and let in a much larger script.
- And it would be an admission. A button offering to fix the page is a statement that the page needs fixing. The work belongs in the markup: real headings, real labels, real focus order, contrast that passes without anybody pressing anything, and a keyboard route through every form. That is what sections 1 to 3 above are about, and it is harder and slower and it is the only version that works for the person who never finds the button.

None of this means a site using one is acting in bad faith. Most are trying to do the right thing and were sold a shortcut. It means we do not think the shortcut arrives where it says it does, and if you use assistive technology and disagree with us, we would genuinely like to hear it: hello@hiringuk.co.uk.

5. What we believe is right today

- Every page works with the keyboard alone, in a sensible order, with a clearly visible focus outline and a skip to content link.
- Every image carries alternative text and every decorative graphic is hidden from screen readers.
- Every form field has a label attached to it. Errors are described in words at the top of the form, not signalled by a red border alone.
- Nothing depends on colour alone to carry meaning.
- Text resizes to 200 percent and the layout works down to a 320 pixel screen without losing anything.
- Every control is large enough to hit on a phone, and form fields are set at 16 pixels so that tapping one does not zoom the page.
- There is no auto playing audio or video, no flashing content, no carousel that moves on its own and no time limit on any form.
- Animation is switched off automatically if you have asked your device to reduce motion.
- Every page prints cleanly, and every policy is available as a PDF that opens in your browser.

6. What is still not fully accessible

Being honest about the gaps is part of the standard:

- CVs and documents uploaded by other people. A CV attached by a candidate, or a logo uploaded by an employer, is outside our control and may not be accessible. We cannot fix somebody else's file.
- Advert text written by employers. Employers write their own adverts. Some paste in text with poor structure, headings in capital letters, or a wall of text with no paragraphs. We ask for better in the advert rules and we will edit an advert on request, but we do not rewrite adverts by default.
- Our own PDFs are not tagged. The policy PDFs are generated from the live text and read correctly in a normal PDF reader, but they are not tagged to the PDF/UA standard, so a screen reader will handle them less well than a web page. Everything in every PDF is also a normal web page on this site, which is fully accessible, so nothing is only available as a PDF. If you need any document in another format, large print or plain text included, ask and we will send it within one working day.
- Very long filtered listings can be tiring to move through with a screen reader when a search returns hundreds of adverts. Narrowing by town or sector helps, and we are working on better skip points within results.

7. If something blocks you, tell us

Email hello@hiringuk.co.uk and say which page you were on and what happened. We reply within one working day.

If any part of this site stops you applying for a job, do not give up on the job. Email us your CV and the advert you want, and we will submit the application to that employer for you, at no cost, and confirm to you that we have. That is a standing offer, not a favour.

If you need a document in another format, tell us which one and we will produce it.

8. If we do not put it right

Complain to us first through the complaints procedure: we acknowledge within 2 working days and respond fully within 10. If you are not satisfied, the Equality Advisory and Support Service (EASS) advises on the Equality Act 2010, including access to services, free of charge.

9. Keeping this statement true

This statement was prepared on 25 August 2026 and last reviewed and retested on 28 August 2026.

We review it at least once every twelve months, and again whenever we make a significant change to the site, whichever comes first. The next scheduled review is August 2027. When we retest, we record the date here and list anything new we found, so this page shows the real state of the site rather than the state we would like it to be in. As the site grows we intend to commission an external audit, and we will say so here when we do.

Modern slavery statement

Version 1.1, last updated 28 August 2026.

Statement for the financial year ending 31 August 2027, published 28 August 2026. Both dates are here on purpose, and they have to agree. We have read a statement from one of the largest agencies in this trade whose declaration covers the financial year ending 2025, whose body reports highlights from 2023 and 2024, and which was signed on 31 May 2026. The file it was published as has the words "date change" in its name. Section 54 asks for a statement for EACH financial year, not last year's with a new date on the front, and the only way to hold ourselves to that is to print both dates where anybody can compare them. We have since read a second one, from a group of seven staffing brands turning over £145 million, which sets out the steps it "will take during the year ending 30th April 2027": a year that had not started when the statement was published. That is a plan, and a plan is a fine thing to have, but section 54 asks what a business DID in a financial year that has ended. It closes with a name and a job title and no approval date, where the Act wants a statement approved by the board and signed by a director. We mention both because they are the two easy ways to file something that looks like compliance and

reports nothing: reuse last year's, or promise next year's. We publish this voluntarily. Our turnover is below the £36 million threshold that makes a statement compulsory under section 54 of the Modern Slavery Act 2015, so nothing obliges us to write it. A job board is a route exploitative operators try to use, so we write it anyway, and we structure it the way the Act asks larger businesses to: organisation and supply chain, policies, due diligence, risk assessment, effectiveness, and training.

1. Our position

We have zero tolerance for slavery, servitude, forced or compulsory labour and human trafficking: in our own business, in our supply chain, and in anything advertised on this platform. We would rather lose an advert, a customer and the money than carry a listing that helps somebody exploit a worker.

2. Our organisation and supply chain

HIRINGUK LTD is a UK company registered in England and Wales, number 17414012, based in Birmingham. It operates the HIRING UK job board and is also an employment agency and employment business.

- Our people. The business is currently run by its director. Anybody we employ or engage has a written contract, is paid at or above the real Living Wage, and has their right to work checked lawfully and without discrimination.
- Our supply chain is deliberately short: a hosting and infrastructure provider, an email provider and a payment provider, all in the UK or the European Economic Area. It is listed in full in the privacy notice. We use no labour providers, no offshore support desk and no outsourced moderation.
- Our commercial relationships are with employers and recruiters who buy advertising. They are not our supply chain in the usual sense, but they are where the real risk sits, so most of this statement is about them.

3. Where the risk actually is

An honest risk assessment for a business like ours. The risk is not in our office, it is in what somebody might advertise:

Risk | How likely | What we do about it

An advert used to recruit into forced labour, often for warehouse, agricultural, car wash, care or construction work | The main risk we carry | Advert rules, the screening in section 5, and same day suspension on any report

Charging a work seeker a fee, for finding work, for accommodation, for transport, for equipment or for training | Real, and unlawful | Forbidden outright in the advert rules, and we charge candidates nothing at all, ever

Debt bondage: an advance for travel or accommodation repaid out of wages | Real | Adverts offering tied accommodation or transport deductions are looked at by a person before they go live

Identity documents demanded or held before an offer | Real | Forbidden in the rules and named as a warning sign to candidates

A licensable labour provider operating without a gangmaster's licence | Possible | Adverts naming a licensed sector, farming, horticulture, shellfish gathering, or the processing and packing of food and drink, are held automatically by the screening before they go live. They are not published until the public register, now kept by the Fair Work Agency, has been checked for that advertiser. This is a rule in the software, not an intention

Exploitation inside our own small supply chain | Low | Established UK and EEA technology suppliers on written contracts, no labour supply

4. Our policies

This statement sits alongside the acceptable use and advert rules, the employer terms of business, the equality and diversity policy and the anti-bribery policy. Every advertiser accepts the advert rules as a term of contract when they place an order, not as guidance.

5. Due diligence: what we actually check

- An advert must name a real employer or a named client, with a verifiable contact route. Anonymous adverts for unskilled bulk labour are refused.

- No advert may charge a work seeker a fee for work finding services, accommodation tied to the job, transport, equipment, uniform, training, a DBS check or anything else, before or after employment starts. That is the law under the Conduct of Employment Agencies and Employment Businesses Regulations 2003 and it is an absolute rule here.
- Pay must be stated and must be consistent with the National Minimum Wage and National Living Wage. An advert offering less, or offering "cash in hand", is refused.
- We refuse adverts requiring applicants to hand over identity documents, bank details or immigration papers before an offer.
- We look closely at adverts that bundle accommodation or transport with the job, at bulk adverts for unskilled work with vague employer details, at adverts written in a language other than the language of the workplace, and at adverts pressing people to start immediately.
- Every advert carries a report link on the page itself, so a candidate or a member of the public can raise a concern in one press without an account.

6. Warning signs we ask candidates to report

Being asked for money to get a job. Having your passport or identity documents held. Being told your wages will be paid into somebody else's account. Accommodation, transport or equipment deducted from pay without a written agreement you understood and signed. Being pressed to start immediately with no contract. Being unable to leave the accommodation or the job. Somebody else answering questions for you.

If any of that happens: tell us at hello@hiringuk.co.uk. In an emergency call 999. Otherwise the Modern Slavery and Exploitation Helpline is 08000 121 700, free, confidential and open 24 hours. The GLAA can be told about labour exploitation on 0800 432 0804. ACAS advises on pay and employment rights on 0300 123 1100.

7. What happens when we get a report

- We suspend the advert and, where the concern is serious, the whole account, the same day, before investigating.
- We preserve the advert, the account and the records rather than deleting them, so evidence survives.
- We report to the Fair Work Agency or the police where there is any indication of exploitation, and we cooperate fully. We do not wait to be asked.
- No refund is given, and the account is not reinstated.
- Where a candidate has applied to a suspended advert, we contact them directly to warn them.

Reporting an advert to us costs nothing, needs no account, and is answered by the director.

8. How we measure whether this works

Numbers we keep and review annually, so that next year's statement can say what actually happened rather than what we intend:

- Adverts refused or removed under these rules, and why.
- Reports received from candidates or the public, and how long each took to action.
- Referrals made to the Fair Work Agency or the police.
- Accounts closed for breaching the advert rules.

Every one of those is a count, not a percentage, and that is deliberate. A third statement we have read, from an agency in this trade, reports that it "increased our worker welfare surgeries by 19% from the previous". Nineteen per cent of what? If the agency held five surgeries last year it held six this year, and the sentence is doing a great deal of work for one extra meeting. A percentage with no starting number cannot be checked by anybody, which is what makes it attractive to write and worthless to read. That statement also names no financial year at all, says it was approved by the board without naming who approved it or when, and carries the words "Updated April 2026" where the Act wants a director's signature. When our own numbers are small we will publish them small.

For the period to 28 August 2026: the platform is at launch stage, no adverts have been removed on these grounds and no referrals have been made. We publish that plainly rather than leaving the section out.

9. Training

Everybody who reviews an advert or handles a report is trained to recognise the signs above before they touch a live advert, and refreshed at least once a year. The training record is kept with our internal documents. Today that is the director alone: as we take on people or contractors, each one completes the same training and signs the record before they are given access, and the number trained is reported in the next statement.

The material we use is free, and we would rather you used it too. Stronger Together is a business-led initiative against modern slavery and it publishes training films, posters and toolkits at no charge. Its film following Daniel and Weronika, two workers brought to this country and exploited, is made for exactly this purpose and carries subtitles in several languages, which matters in a trade where a great many workers read English as their second or third. It was produced in 2014 and the tactics it shows have not dated: control of somebody's bank account, control of their documents, control of their transport and their bed.

We link it rather than embedding it. An embedded video loads Google's player and its tracking onto this page, and a compliance page that quietly sets third party cookies while telling you about worker protection is not the tone we are after. Clicking the link is your decision and it happens on their site, not ours.

10. Approval and review

This statement was approved by Grigore Octavian Pupazan, director of HIRINGUK LTD, on 28 August 2026, and it is reviewed and republished every twelve months, or sooner if the business changes in a way that affects it. Next review due: August 2027. Earlier versions are listed at the bottom of this page, so you can see what changed and when.

Complaints procedure

Version 1.2, last updated 28 August 2026.

If we get something wrong we would rather hear it than not. This is how a complaint is handled, whether you are an employer, a candidate or somebody who saw an advert they were unhappy with.

Complaints about your personal data

If your complaint is about how we have handled personal data, you have a separate statutory right to complain to us under section 164A of the Data Protection Act 2018. Use the data request form or email dpo@hiringuk.co.uk. We acknowledge within 30 days of the day after we receive it, investigate without undue delay, tell you the outcome in writing and keep a record. You can also go straight to the ICO.

Step 1: tell us, and get a reference

Use the form below and you get a reference immediately, on screen and by email, so you have proof you complained and something to quote if you chase us. You can also email hello@hiringuk.co.uk if you prefer, but then the reference comes with our reply rather than straight away.

We record complaints for 24 months so we can see patterns and fix causes. Nothing you write here is published, shared with the other party without telling you, or used for marketing.

Whichever route you use, tell us what happened, roughly when, and any reference number. We acknowledge every complaint within one working day, and the acknowledgement is automatic when you use the form.

Step 2: investigation

The director reads it himself, looks at the records and, where an advert or account is involved, contacts the other party. We aim to give you a full written answer within 10 working days. If it is going to take longer we tell you why and when to expect it.

We are not going to pretend there is a panel. This company has one person in it. Other complaints procedures promise you a second colleague who was not involved and then a director above them; here those would be the same man twice, and a procedure nobody can actually follow is worse than a short one that works. So step 2 is the only internal stage, and step 3 below is a real second pair of eyes rather than ours.

Step 3: somebody who does not work for us

If our answer does not resolve it, you do not have to argue with us again. Take it to the body below that fits: they are independent, they are free, and none of them needs our permission. If you tell us you are doing that we will send them whatever they ask for.

Taking it further

- Personal data: the Information Commissioner's Office, ico.org.uk, 0303 123 1113.
- An advert charging work seekers a fee or another breach of recruitment law: the Fair Work Agency, which took over the work of the Employment Agency Standards Inspectorate in April 2026. Acas can also advise on 0300 123 1100.
- Labour exploitation: the Fair Work Agency, which absorbed the Gangmasters and Labour Abuse Authority on 7 April 2026 and answers on the same number, 0800 432 0804. Or the Modern Slavery Helpline on 08000 121 700.
- Discrimination: the Equality Advisory and Support Service.
- A billing dispute: as a business customer you may take the matter to court under the terms of business. We would always rather agree a credit.

If your complaint is about your own personal data

Choose "How we handled personal data" above, or use the data request form. Either way it reaches Grigore Octavian Pupazan, our Data Protection Lead. Before we can act on a request about your own records we need to be satisfied the request is yours: usually the email address you wrote from is enough, and if it is not we may ask one simple question about your own records. We ask only for what is necessary and proportionate, and we do not demand a passport or a bank statement as a matter of routine.

What we do with complaints

We record every complaint, what caused it and what we changed. Complaint records are kept for 24 months and are covered by the privacy notice.

Disclaimer

Version 1.0, last updated 28 August 2026.

This page says plainly what we are responsible for and what we are not. It sits alongside the website terms of use and the employer terms of business, and nothing here removes a right you have by law.

1. Adverts are written by employers, not by us

Every job advert on this site is written and published by the employer or recruitment business named on it, on their instruction and at their risk. We check adverts against our rules and remove those that break them, but we cannot verify every claim about pay, hours, duties or the employer's identity. Treat an advert as an invitation to apply, not as an offer or a guarantee of anything.

We do not screen employers, vet candidates, take references, confirm qualifications, or check anybody's right to work. Those checks belong to the two parties, and our terms set out who should do what.

2. We do not promise you a job, or an applicant

Nothing on this site is a promise of employment to a candidate or of applications to an employer. How an advert performs depends on the pay, the location, the role and the market on the day. Where we say we will rewrite an advert and run it again free if it gets no applications, that is exactly what it says: a rewrite and a re-run, not a guarantee of a result.

3. Advice on this site is general information

Our advice section and our blog are written to be genuinely useful, and they are still only general information about the UK job market. They are not legal advice, employment advice, tax advice or financial advice, and they are not a substitute for advice about your own situation.

Rates, thresholds and rules change, usually every April. We say where a figure is set annually and point to GOV.UK rather than quoting a number that will date, but if a decision turns on the exact figure, check the official source. For employment rights, ACAS gives free advice on 0300 123 1100. For tax, use HMRC. For anything contentious, use a solicitor.

4. What happens after you apply is between you and the employer

When you apply, your application and CV go to that employer. They decide whether to reply, whether to interview you and whether to make an offer. We are not part of that decision, we cannot make an employer respond, and we are not responsible for what an employer does with your application once they have it. They hold their own copy as an independent controller, as the candidate data policy explains.

If an employer behaves badly, tell us. We remove adverts and close accounts for it, and we would rather hear about it than not: report an advert.

5. Scams, and what we will never do

No legitimate employer asks you to pay to apply, to pay for training or equipment before you start, to send bank details before an offer, or to hand over identity documents before an interview. Neither will we: HIRING UK never charges a work seeker a penny, for anything. If you receive a message claiming to be from us asking for payment or bank details, it is not from us. Forward it to hello@hiringuk.co.uk and, if money has changed hands, report it to Action Fraud on 0300 123 2040.

6. Links to other websites

Where we link to another site, including an employer's own site or a government page, we do not control what is on it and we are not responsible for it. A link is not an endorsement.

7. Availability and accuracy

We work to keep the site up, accurate and current, and we do not guarantee it will be uninterrupted or error free. We may change or withdraw features. Where a paid advert is affected by a prolonged outage that is our fault, we extend it by the time it was down, as the terms of business say.

8. Limits, and what cannot be limited

Our liability is set out in the website terms and the terms of business. Nothing anywhere on this site excludes or limits liability for death or personal injury caused by our negligence, for fraud or fraudulent misrepresentation, or for anything else that cannot lawfully be excluded. If you use this site as a consumer rather than for a business, your statutory rights are unaffected.

9. Telling us about a problem

If something on this site is wrong, out of date or unfair, tell us at hello@hiringuk.co.uk and we will look at it properly. That is a genuine offer, not a formality: most of what is on these pages exists because it should, not because a template said so.

Referral programme terms

Version 1.0, last updated 1 September 2026.

This programme lets an existing customer introduce a new employer or recruitment agency to HIRING UK. Introduce a business that has never advertised here, and when they pay for their first advert you receive one standard advert credit, free.

These terms sit alongside the employer terms of business and the website terms of use. The plain English version, with the link that does the work for you, is on the referral page.

1. Who can take part

Any employer or recruitment agency with an account here. You do not have to have bought anything yet to introduce somebody, but the credit is only worth something once you advertise, and it is added to your account either way.

This programme is for businesses. It does not apply to candidates, and we do not pay anybody to introduce jobseekers. That is how job boards end up with junk data and people who never asked to be contacted.

2. What counts as a valid referral

All four, together:

- You introduce a business that has never held an account or bought advertising from us.
- They use your referral link or your code when they register, or you email us their details before they sign up.
- They buy at least one paid advert or package. A free advert, a launch offer advert or a trial does not count.
- Their payment has cleared.

It is not a valid referral if the business is your own other company, a company you control, or a company that shares a beneficial owner with yours.

3. The reward

- One standard advert credit, added to your account automatically the moment their payment clears. We email you to tell you.
- Valid for 12 months from the day it is added, and it buys one standard 30 day advert.
- It has no cash value, cannot be transferred to another account, and is not refundable.
- It does not affect any launch rate you hold. Your rate lock is unchanged by using a credit.

4. How to refer somebody

Two ways, and the first needs nothing from us:

- Send them your link. Sign in and it is on the referral page and your dashboard. When they register through it the referral is recorded automatically, and so is the credit when they pay. Nobody has to remember anything.
- Or email hello@hiringuk.co.uk with your company name and the name and contact details of the business you are introducing. We will confirm when it is accepted and when the credit has been applied. Use this one if you would rather we approached them, and we will contact them once and only once.

5. Limits

- One credit per new business introduced, however many adverts they go on to buy. We would rather reward ten introductions than one large invoice.
- There is no limit on how many different businesses you introduce.
- We may refuse a referral we reasonably believe to be abusive, circular, or against the spirit of the programme: accounts created to claim credits, a company introduced by somebody it already works for, or an arrangement dressed up as a recommendation. If we refuse one we will tell you why.

- Repeated abuse ends both accounts and any unused credits with them.
- We may change or end this programme at any time, and we will say so on this page. Credits already earned stay valid for their normal 12 months, and a referral already registered when we end it is still honoured if that business goes on to pay.

6. Data protection

If you email us somebody's details to introduce them, you are giving us personal data about another person, so keep it to a name, a business email or telephone number and the company. We use it only to contact that business once about advertising and to work out whether a credit is due. If they do not want to hear from us, that is the end of it and we do not contact them again. It is covered by the privacy notice like everything else, and we do not add referred contacts to any marketing list.

Please only pass on the details of somebody you have a business relationship with, and tell them you are doing it. It is their data, not ours or yours.

7. Questions

Email hello@hiringuk.co.uk and a person will answer, normally the same working day.

Anti-bribery and anti-corruption policy

Version 1.1, last updated 28 August 2026.

This policy applies to everybody who works for or with HIRINGUK LTD: the director, anybody we employ or engage, and any contractor, agent or supplier acting on our behalf. It is published because a policy nobody can read protects nobody.

1. Our position

We do not offer, promise, give, request, agree to receive or accept a bribe. Not to win business, not to keep it, not to speed something up, and not to make a problem go away. That applies whether the other party is a private business, a public official, at home or abroad, and whether the benefit would go to us or to somebody else.

We take the same view of corruption more widely: kickbacks, secret commissions, and payments dressed up as something else are all the same thing with better manners.

2. The law we are working to

The Bribery Act 2010 creates four offences: bribing another person, being bribed, bribing a foreign public official, and, for a commercial organisation, failing to prevent bribery by somebody acting on its behalf. That last one matters most to us: a company can be liable for what a contractor or agent does, and its only defence is having adequate procedures in place. This policy, and the checks below, are those procedures.

Penalties are unlimited fines for the company and up to ten years in prison for individuals. Nothing we could win with a bribe is worth that, and nothing we could lose by refusing one is either.

3. Facilitation payments and kickbacks

We do not make facilitation payments, the small unofficial payments sometimes asked for to speed up a routine process. They are illegal under the Act even where they are common locally. If anybody asks you for one on our behalf, the answer is no, and you tell the director.

We do not pay or accept kickbacks: a payment or benefit in return for putting business somebody's way. In recruitment that has a specific and ugly form, which is why it is spelled out below.

4. What this means in recruitment, specifically

This industry has particular ways of going wrong, so we name them:

- We never charge a work seeker a fee, for finding work, for registering, for training, for equipment, for accommodation or for anything else. That is the law (Conduct of Employment Agencies and Employment Businesses Regulations 2003) and it is also the line we would hold anyway.
- We do not pay anybody to send us candidates in a way that is hidden from those candidates, and we do not accept payment from a candidate to be put forward ahead of somebody else.
- We do not pay a hiring manager, or anyone at a client, to award us work. No cash, no gift, no hospitality dressed up as a thank you.
- We do not take payment to remove or suppress an advert or a report, and we do not take payment to leave a bad advert up. Adverts come down on the rules, not on the invoice.
- Featured placement is bought openly, at a published price, and it is labelled as featured on the page. There is no hidden ranking for sale.

5. Gifts and hospitality

Modest, open and infrequent hospitality is normal in business and is not a bribe: a coffee, a sandwich at a meeting, a Christmas card. It becomes a problem when it is intended to influence a decision, when it is disproportionate, when it is given in secret, or when it is offered around the time a decision is being made.

Our working rule: nothing is accepted or given that we would be uncomfortable seeing written down. Anything with a value above roughly £50, and anything offered while a contract or a complaint is live, is refused or declared to the director and recorded. Cash, or anything equivalent to cash, is always refused.

6. Suppliers, contractors and anybody acting for us

Anybody engaged to act on our behalf is told about this policy and is expected to work to it. We do not engage a supplier who expects to work any other way, and we will end an arrangement over this without argument. Where we use a payment provider, a hosting provider or any other supplier, they are chosen on price and quality, in writing.

7. Records

Our accounts, invoices and expense records are kept accurately and completely, and no payment is recorded misleadingly or left off the books. Every advert sold on this site produces an order reference, an invoice and a payment record, which is a considerable part of why fraud is difficult here.

8. Raising a concern

If you suspect bribery or corruption involving this company, tell us: hello@hiringuk.co.uk, marked for the director. Say what you saw, and when. You can do it anonymously, and you can use the report form if you would rather not send an email.

Nobody suffers for raising a concern in good faith, even if it turns out to be a misunderstanding. Retaliation against somebody who reports a genuine concern would itself end a working relationship with us immediately. If you would rather go outside the company, the charity Protect (protect-advice.org.uk) gives free, confidential whistleblowing advice, and serious matters can be reported to the police or to Action Fraud on 0300 123 2040.

9. Our procedures, against the six principles

The Ministry of Justice guidance under section 9 of the Bribery Act sets out six principles for adequate procedures. Here is what each one means in a business this size, so the claim can be checked rather than taken on trust.

Principle | What we do

Proportionate procedures | This policy, published rather than filed, plus the rules in the terms of business and the advert rules. Prices are published, so there is no discretion to sell at a special rate to a favoured buyer.

Top level commitment | The director owns this policy, approved it, and is the person a concern is reported to. There is no layer between the two.

Risk assessment | Reviewed annually and recorded. The assessment as it stands is in section 10.

Due diligence | Suppliers are chosen on price and quality, in writing. Anybody acting on our behalf is told about this policy before they start and is expected to work to it.

Communication and training | The policy is on the public website, so a customer, a candidate or a supplier can read it without asking. Anybody who joins or is engaged reads it and signs the training record before they are given access to anything.

Monitoring and review | Reviewed every twelve months and after any significant change, with the date recorded on this page.

10. Our risk assessment

An honest assessment for a business of this size and type:

- Low risk overall. We sell advertising at published prices, take payment through regulated providers, operate only in the UK, deal with no public officials in the course of business, and have no agents, introducers or intermediaries selling on our behalf.
- The highest residual risk is the kickback: somebody at a customer being offered a benefit to place their advertising here, or somebody here being offered a benefit to give an advertiser preferential treatment. Section 4 addresses that directly and the published price list removes most of the room for it.
- The second is discounting. A discount given quietly to one buyer and not another is how favouritism starts. Discounts are published, apply to everybody who qualifies, and appear on the invoice.
- Risk will rise if we ever take on sales staff, resellers or introducers, or start bidding for public sector contracts. When that happens this policy gets stronger procedures, not just a new date, and we will say here what changed.

11. Training and records

Everybody who works for or with us reads this policy before they start and confirms it in writing. We keep a training record: the name, the date, the version of the policy read, and any refresher. Refresher training is at least annual. Today the business is run by its director alone, so the record has one line in it, and that is stated rather than dressed up. Each new person or contractor is added to it before they are given access to any account, and the number trained is reported at the next review.

A blank training and acknowledgement record is on the downloads page, so anybody joining can sign the same form.

12. Approval and review

Approved by Grigore Octavian Pupazan, director of HIRINGUK LTD, on 28 August 2026. This policy is reviewed at least once every twelve months, and sooner whenever the business changes in a way that affects it: taking on staff, engaging agents or contractors who sell for us, or starting to work with the public sector. Next review due: August 2027.