

PAYTREX

PAYMENT SOLUTIONS

Candidate Privacy Notice

Paytrex Payment Solutions

Effective date	22 September 2026
Contact	info@paytrex.co.uk
Website	www.paytrex.co.uk

1. Scope

This Candidate Privacy Notice explains how Paytrex Payment Solutions uses personal data relating to people who apply for employment, consultancy, contractor or other work opportunities with us, or who are identified or introduced as potential candidates.

2. Information we may collect

We may collect your name and contact details; CV and application information; employment and education history; qualifications, skills and professional memberships; salary or remuneration information; interview notes and assessment results; right-to-work and identity information; references; information supplied by recruitment agencies or professional networking services; and communications with you.

Where relevant and lawful, later stages of recruitment may involve background, criminal-record, sanctions, fraud-prevention or other vetting information. We will collect special-category or criminal-offence information only where necessary and where an appropriate legal condition applies.

3. Sources of information

We normally obtain information directly from you. We may also receive information from recruitment agencies, referees, previous employers, publicly available professional profiles, screening providers and other lawful sources.

4. Why we use candidate information

We use candidate information to administer recruitment; assess qualifications, experience and suitability; communicate with candidates; arrange interviews and assessments; verify information and references; establish and negotiate potential employment or engagement terms; comply with legal obligations; protect our business and systems; defend legal claims; and maintain appropriate recruitment records.

Our lawful bases may include taking steps at your request before entering into a contract, complying with legal obligations and our legitimate interests in recruiting suitable people, administering recruitment efficiently and protecting our business. We use consent only where it is appropriate and genuinely optional.

5. Who may receive your information

Candidate data may be shared internally with people involved in recruitment and management and, where necessary, with recruitment agencies, background-screening or verification providers, IT and communications providers, professional advisers and public authorities. Providers acting on our behalf are expected to process information under appropriate contractual and security requirements.

6. Automated decision-making

We do not intend to make recruitment decisions that have legal or similarly significant effects solely by automated processing without appropriate safeguards. If this changes for a particular recruitment process, we will provide the information required by law.

7. Retention

For unsuccessful candidates, we will normally retain recruitment records for a limited period after the process ends where reasonably necessary to respond to queries, demonstrate fair recruitment and deal with potential claims. We may ask whether you would like us to retain your details for future opportunities. Successful-candidate information that is needed for employment or engagement will normally become part of the relevant personnel or contractor record and be governed by the applicable workforce privacy arrangements.

Specific records may be retained for longer where required by law, for a legal claim, or for fraud-prevention or compliance reasons.

8. International transfers and security

Candidate information may be processed by service providers outside the UK. Where required, Paytrex will use an appropriate lawful transfer mechanism. We use proportionate technical and organisational measures designed to protect recruitment information and limit access to people who need it.

9. Your rights and complaints

You may have rights of access, correction, erasure, restriction, portability and objection, depending on the circumstances. Where consent is relied upon, you may withdraw it. To exercise a right or ask a question, contact info@paytrex.co.uk. You may also complain to the UK Information Commissioner's Office.

10. Updates

We may update this notice when our recruitment processes, providers or legal obligations change. The current version should be made available to candidates when their personal data is collected or, where data is obtained elsewhere, within the period required by law.

Document control note: This document is drafted for Paytrex Payment Solutions based on the operating information supplied. It should be reviewed against Paytrex's actual data flows, suppliers, cookie scan and regulated-provider arrangements before publication.