



Disrupt Talent Limited

Quality & Security Policy

Introduction

Disrupt Talent Limited is committed to delivering the highest standards of recruitment services within the events and exhibitions sector. We recognise that quality and security are essential to maintaining trust with our clients, candidates, and staff. This policy sets out our approach to ensuring consistent service delivery, compliance with regulatory requirements, and the safeguarding of all data and information assets.

Quality Policy

Our Commitment

We are dedicated to:

- Providing a professional, transparent, and ethical recruitment service.
- Meeting or exceeding client and candidate expectations.
- Operating in compliance with applicable legislation, including the Employment Agencies Act 1973, the Conduct Regulations 2003, and the Data Protection Act 2018/UK GDPR.
- Maintaining membership of relevant professional bodies and associations (including ESSA), and adhering to industry best practices.

Objectives

To achieve quality excellence, we will:

- Ensure that all staff are trained, competent, and supported in their roles.
- Continuously monitor, evaluate, and improve our recruitment processes.
- Seek regular feedback from clients and candidates to improve our services.
- Set clear objectives for service delivery and review them annually.
- Encourage a culture of accountability, ownership, and continuous improvement across the company.



Security Policy

Our Commitment

Disrupt Talent Limited is committed to safeguarding all information we hold, particularly personal and confidential data relating to clients, candidates, suppliers, and employees.

We will ensure that:

- Information is protected against unauthorised access, loss, misuse, or disclosure.
- IT systems and networks are protected from cyber threats.
- Paper-based and digital data is stored securely and only accessible to authorised personnel.
- Data retention and destruction follow legal and regulatory requirements.
- All staff are aware of their responsibilities regarding confidentiality, data protection, and IT security.

Measures in Place

To maintain high standards of security, we:

- Enforce secure password and access control policies.
- Use encryption and secure transmission methods when handling personal data.
- Require confidentiality agreements from employees and contractors.
- Regularly review our systems to identify and address potential risks.
- Provide training to all staff on data protection, GDPR compliance, and cyber security awareness.
- Have procedures in place for reporting and responding to security incidents or data breaches, in line with ICO requirements.

Review & Accountability

The **Managing Director, Nicky Grogan**, is responsible for ensuring this policy is implemented and maintained. The leadership team reviews the Quality & Security Policy annually, or sooner if significant changes occur in legislation, regulations, or business operations.



Signed by:

Nicky Grogan

Managing Director, Disrupt Talent Limited

Date: 29 September 2025

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