

Privacy Notice – Website

Who are we:

This website (www.greenwellgleeson.co.uk) is owned by Greenwell Gleeson Ltd, our details are:

Greenwell Gleeson Ltd
Cathedral Place
42-44 Waterloo Street
Birmingham
B2 5QB
Tel 0121 233 9911

The company is limited by guarantee, registered in England No 03998694

If you have any questions around how we process your personal data, please email dataprotection@ggltd.co.uk

We take your privacy very seriously. It's our commitment to:

- Only process your personal data in a way in which you would expect
- To keep your data safe and secure
- To give you the ability to review and manage your marketing preferences at any time
- We will not sell your data

When using this website, submitting a CV speculatively or in relation to an opportunity and any communications prior to becoming a candidate, this is what we do with your personal data.

What Data	What we use it for	Legal Condition	Legitimate Interests
Name, Qualifications, membership numbers, CV, Salary details, current job title, phone number	*Opening a record of contact and creating a candidate profile. *Assess suitability and determine job opportunities *Reporting and analysis	*Consent *Legitimate interest *Legitimate interests	*Assess the suitability and cultural fit for the business *Identify suitable roles
Email Address and phone number	*Keeping in contact with suitable opportunities and updates on ongoing vacancies	*Consent	
Voice recordings	*Call recording	*Legitimate interests	*Training and monitoring purposes
Communications data prior to signing terms of business with Greenwell Gleeson	* Better understanding of your requirements and what opportunities we have that might be suitable. *Build a more holistic profile of you to help with your search	*Consent *Legitimate interests	*Find suitable roles

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Once we have spoken with you and assuming your CV/application is taken further, an additional privacy notice will be provided along with our terms of business.

Do we share your data?

At this stage no, we will only share your data once we have spoken, are working on a more formal basis, understand your requirements and have something that would be of interest to you. However, before we share your data with a client looking to fill a vacancy, we will of course talk with you and ensure it's an opportunity you'd like to be considered for.

What else do you need to know?

We'll maintain a record of your details and will change them as soon as we know they have changed, overriding any out of date information.

We retain the data for as long as necessary to facilitate the purpose for processing. For example:

- We'll retain your personal data on your profile whilst you are live on our system. This will be driven by the stage of your career that you're at. For example, a pre-qualified individual is likely to move more frequently to someone that is at the other end of their qualifications and experience.
- We'll continue to send you information on opportunities that match your skills set and experience until you ask us to stop.
- We have social media icons on our website, by using them and going through to their website they will be processing your personal data.
- If you sign up to our newsletters we do use a tracking pixel to see who has opened them and clicked through.

How to access your data and know why we process it?

We think the information contained in this privacy notice will be able to inform you as to what personal data we process of yours, why, what lawful bases we are relying on, if we share it with anyone else, your rights in relation to its processing and more.

However, it is your right should you wish to find out specifically what we hold on you. If that is the case, the easiest way to find out is to get in touch by emailing us at dataprotection@gg ltd.co.uk We will send you a short form to complete which will help us identify all of your information in the quickest possible way.

That's not the only way you can get hold of this information, you could give us a call or simply an email stating that you wish to do a subject access request.

Let us know if you think your data is wrong

We want to ensure that all the data we hold on you is accurate and up to date, if you think that any of it isn't please let us know, we'll make every reasonable effort to correct it.

What if you want to stop us using your personal data?

There are a couple of occasions where you might object to us processing your data, they are:

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Direct Marketing: In this instance, you can unsubscribe from such things as Greenwell Gleeson Ltd keeping you updated with opportunities that might be of interest considering your skills sets and aspirations or object to the processing. We will of course take you out of any further marketing communications but retain your details in this regard on a suppression list to ensure we don't send you any marketing communications in the future.

To do this, simply unsubscribe from any of our emails or you could email us at dataprotection@ggltd.co.uk and ask us to stop.

Legitimate interests: In this situation, if you feel that what we are processing and why based on our legitimate interests are outweighed by your legitimate interests, please get in touch. We will revisit the original balancing test and do a re-assessment.

If after doing a re-assessment we believe we have a compelling reason to retain and process your data, we will write to you to keep you informed of our decision.

Right to erasure

There might be occasions where you wish to exercise your right to erasure. These could be if we no longer need it for the purposes it was collected for, if you've withdrawn consent, if we're relying on legitimate interests or you object to the processing and our grounds aren't sufficient.

It could also be if you are objecting to direct marketing or we have processed your data in an unlawful manner.

If you want to make a complaint about how we use your personal data

In the first instance please get in touch, we want to know why you are unhappy, so we can put it right. You can write to us at the address at the top of this notice or email us at dataprotection@ggltd.co.uk

If you are still not happy, you can contact the Information Commissioners Office, <https://ico.org.uk/concerns/>