

Privacy Notice

Glu Recruit Limited ("Glu", "we", "us") firmly respect the privacy and rights of all individuals and businesses we deal with.

This privacy notice documents how we collect and process personal information from visitors to our website and individuals and businesses we deal with when operating and providing services.

This notice should be read in conjunction with our website and we will naturally update this notice from time to time. You are therefore encouraged to review the notice whenever you visit our website and/or before providing us with personal data, to ensure you have access to the most up to date information at that time.

For the purposes of the Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR) the Data Controller in respect of any personal data controlled by the business is Glu.

Our address and registered office is:

The Hart Shaw Business Centre
Europa Link
Sheffield
S9 1XU
Telephone: 01143 211873
Email: hello@glurecruit.co.uk

VAT number: 246214033

Directors:

Robert Shaw

First things first, what is personal data and what information do we collect?

For the purposes of this policy, personal data is effectively information about individuals which, alone, or in conjunction with other information held by us, is capable of identifying them.

The DPA and GDPR regulate our use of your personal data.

In dealing with candidates and other parties in the course of our business, we most commonly obtain personal data consisting of names, physical and electronic addresses, telephone numbers and employment history.

How do we collect personal data?

We may obtain personal data from you when you visit our offices, contact us by telephone, email, via our website or any other form of communication. This includes personal data you provide to us when:

- Contacting us with a question or enquiry.
- Dealing with us in order to receive services for you, your business or a third party.
- By submitting your CV for general applications or to apply for specific jobs;
- Registering for job alert e-mails;

- Registering for newsletters or hints, tips and advice on job searching.
- Attending events or providing a member of our team with business cards or contact details.
- Contacting us in the unlikely event of a complaint.
- Any other purpose related to the provision of services.

We can use any personal data we obtain for a number of purposes, as set out below. However, we will not purposefully retain personal data for longer than is necessary for the purpose(s) for which it was intended.

How do we use Personal Data?

- To provide you, your organisation and/or our clients with information or services and to improve and tailor the way we provide services. We will keep such data until such time as you tell us to remove your data from our records for these purposes or until we have reason to believe that you may no longer have any interest or need for this information or our services.
- To perform a contract and/or service about whom we hold data for as long as is necessary to complete the contract and/or service and then; for as long as is required for legal & compliance purposes.
- To match your details with job vacancies, to assist us in finding a position that is most suitable for you and to send your personal information (including sensitive personal information) to clients in order to apply for jobs
- To protect & pursue Glu's legitimate interests, those of our clients, or others as appropriate after taking into account the legitimate interests of the person on whom data is held.
- To comply with legal and regulatory requirements.
- To promote the services we provide & obtain new business until such time as we receive a request to remove data for these purposes or until such time as we deem there is no ongoing interest or merit in doing so.
- To facilitate payment and reconciliation of invoices for accounting purposes.
- To offer opportunities to attend events and provide legal updates.
- To facilitate recruitment processes.
- In any other way we consider necessary & appropriate in order to conduct our business as a recruitment firm including fulfilling our professional, regulatory & legal obligations to our clients, and/or others with a legitimate interest. We will keep such data for as long as we need to in order to achieve this but for no longer than is necessary.

Your privacy is of paramount importance and with strict exceptions, including satisfying any overriding legal or regulatory requirements, your personal data will not be provided to any third party without your consent.

We will not release your personal information to any outside business or individual for mailing or marketing purposes.

Rights relating to personal data

You have various rights relating to the personal data we process including:

- To prevent us using data for direct marketing purposes
- To have inaccurate data corrected and/or deleted
- To be informed & access a copy of the information held
- To object to automated decision making and profiling processes
- To transfer personal data

If you would like a copy of some or all of your personal information, please email or write to us at the above address. We will respond to a request within one month of receipt but reserve the right to extend this timeframe by a further two months in complex or exceptional cases. Equally, whilst we will not generally charge for providing information, we reserve the right to charge a reasonable fee for the provision of information in exceptional circumstances, as appropriate.

Please contact us at our postal address or by email marked for the attention of the Compliance Officer if you have any concerns, requests or questions relating to personal data.