

Privacy Policy

This privacy policy sets out how C&D Access Limited uses and protects any information that you give us when you use this website.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy statement.

We may change this policy from time to time by updating this page. You should check this page regularly to ensure that you are happy with any changes. This policy is effective from 25th May 2018.

Data Protection Act 1998

The information you give us, including your Curriculum Vitae; home address; telephone numbers and e-mail addresses, are termed “personal data” under the Data Protection Act 1998. We must therefore follow the principles set out in that Act when we process your personal data. All the personal data that we obtain from you is held on our central in-house database. C&D Access Limited is a “data controller” for the purposes of the Data Protection Act.

What do we collect and use personal information for?

In order to:

- Provide you with information about job vacancies available through this site;
- Provide you with recruitment services;
- Send you information about some of our recruitment opportunities;

We may need to collect and process personal information about you (including your name, e-mail address, postal address and telephone number), along with details of your current and previous employment history, education and training. This may include sensitive data relating to you. We may receive this information through this site or via one of our consultants.

Rev No	Date of Revision	Next Review Date	Document No	Approved by
1.0	January 2020	January 2021	C&D-PLY-019	Spencer Clift

Although we do not make it compulsory to give us every item of information we ask for, the more information you volunteer (and the more accurate it is), the better we can tailor our services for you.

We may occasionally contact you with information about some of our other recruitment opportunities that we feel may be of interest to you. This will only come from us and only if you have not objected.

With whom is the information shared?

We will, to the extent that it is necessary in connection with the business of the Company, pass your data to our employees or other parts of the Company for supplying recruitment services to you.

We may disclose personal information, if required to do so by law or if we believe that such action is necessary, to protect and defend the rights, property or safety of our Company, its staff, the site or its visitors.

Security

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to

Rev No	Date of Revision	Next Review Date	Document No	Approved by
1.0	January 2020	January 2021	C&D-PLY-019	Spencer Clift

your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following way:

- if you have previously agreed to us using your personal information for direct recruitment purposes, you may change your mind at any time by writing to or emailing us at Kerry.jewitt@cdais.co.uk

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you, please contact C&D Access Ltd.

If you believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible. We will promptly correct any information found to be incorrect.

Your acceptance of these terms

Rev No	Date of Revision	Next Review Date	Document No	Approved by
1.0	January 2020	January 2021	C&D-PLY-019	Spencer Clift

By using this site, you consent to the collection and use of this information by the Company and to our privacy policy. If we change our privacy policy in any way, we will post these changes on this page.

Your rights

You have a legal right to a copy of all the personal information about you held by us. You also have a right to correct any errors in that information. Please e-mail any questions, comments you have about these policies, or requests not to receive details of future recruitment opportunities to kerry.jewitt@cdaais.co.uk



Spencer Clift
Managing Director
January 2020

Rev No	Date of Revision	Next Review Date	Document No	Approved by
1.0	January 2020	January 2021	C&D-PLY-019	Spencer Clift