



PRIVACY POLICY

BACKGROUND:

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of Our Privacy Policy is deemed to occur upon your first use of Our Site. If you do not accept and agree with this Privacy Policy, you must stop using Our Site immediately.

1. Definitions and Interpretation

In this Policy, the following terms shall have the following meanings:

“Account”	means an account required to access and/or use certain areas and features of Our Site;
“Cookie”	means a small text file placed on your computer or device by Our Site when you visit certain parts of Our Site and/or when you use certain features of Our Site. Details of the Cookies used by Our Site are set out in section 11, below;
“Cookie Law”	means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003;
“personal data”	means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data. In this case, it means personal data that you give to Us via Our Site. This definition shall, where applicable, incorporate the definitions provided in the EU Regulation 2016/679 – the General Data Protection Regulation (“GDPR”);
“We/Us/Our”	Means Peak Performance HR Ltd, a limited company registered in England and Wales under company number 11340576 whose registered address is Business and Technology Centre, Bessemer Drive, Stevenage, Herts, SG1 2DX

2. Information About Us

- 2.1 Our Site is operated by Peak Performance HR Ltd, a limited company registered in England and Wales under company number, 11340576 whose registered address is Business and Technology Centre, Bessemer Drive, Stevenage, Herts, SG1 2DX
- 2.2 [Our Data Protection Officer is Jessica Cox, and can be contacted by email at Jessica.cox@peakperformancehr.co.uk or by telephone on 07388 537 435.
- 2.3 What Does This Policy Cover?

This Privacy Policy applies only to your use of Our Site. Our Site may contain links to other websites. Please note that We have no control over how your data is collected, stored, or used by other websites and We advise you to check the privacy policies of any such websites before providing any data to them.



3. **Your Rights**

- 3.1 As a data subject, you have the following rights under the GDPR, which this Policy and Our use of personal data have been designed to uphold:
- 3.1.1 The right to be informed about Our collection and use of personal data;
 - 3.1.2 The right of access to the personal data We hold about you (see section 10);
 - 3.1.3 The right to rectification if any personal data We hold about you is inaccurate or incomplete (please contact Us using the details in section 12);
 - 3.1.4 The right to be forgotten – i.e. the right to ask Us to delete any personal data We hold about you (We only hold your personal data for a limited time, as explained in section 6 but if you would like Us to delete it sooner, please contact Us using the details in section 12);
 - 3.1.5 The right to restrict (i.e. prevent) the processing of your personal data;
 - 3.1.6 The right to data portability (obtaining a copy of your personal data to re-use with another service or organisation);
 - 3.1.7 The right to object to Us using your personal data for particular purposes; and
 - 3.1.8 Rights with respect to automated decision making and profiling.
- 3.2 If you have any cause for complaint about Our use of your personal data, please contact Us using the details provided in section 12 and We will do Our best to solve the problem for you. If We are unable to help, you also have the right to lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office.
- 3.3 For further information about your rights, please contact the Information Commissioner's Office or your local Citizens Advice Bureau.

4. **What Data Do We Collect?**

Depending upon your use of Our Site, We may collect some or all of the following personal and non-personal data (please also see section 13 on Our use of Cookies and similar technologies):

- 4.1 name;
- 4.2 address;
- 4.3 job title;
- 4.4 professional history;
- 4.5 contact information such as email addresses and telephone numbers;
- 4.6 demographic information such as post code and interests;
- 4.7 notice period
- 4.8 current salary and salary expectations

This list may not be absolute or complete.

5. **How Do We Use Your Data?**

- 5.1 All personal data is processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will comply with Our obligations and safeguard your rights under the GDPR at all times. For more details on security see section 7, below.



- 5.2 Our use of your personal data will always have a lawful basis, either because it is necessary for Our performance of a contract with you, because you have consented to Our use of your personal data (e.g. by subscribing to emails), or because it is in Our legitimate interests. Specifically, We may use your data for the following purposes:
- 5.2.1 Helping you to secure permanent employment;
 - 5.2.2 Advising you on CV preparation;
 - 5.2.3 Supplying Our services to you (please note that We require your personal data in order to enter into a contract with you);
 - 5.2.4 Replying to emails from you;
 - 5.2.5 Analysing your use of Our Site to enable Us to continually improve Our Site and your user experience;
- 5.3 With your permission and/or where permitted by law, We may also use your data for marketing purposes which may include contacting you by email **and** telephone **and** text message **and** post with information, news and possible job roles. We will not, however, send you any unsolicited marketing or spam and will take all reasonable steps to ensure that We fully protect your rights and comply with Our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003.
- 5.4 Any third parties whose content appears on Our Site may use third party Cookies, as detailed below in section 11. Please note that We do not control the activities of such third parties, nor the data they collect and use and advise you to check the privacy policies of any such third parties.
- 5.5 You have the right to withdraw your consent to Us using your personal data at any time, and to request that We delete it.
- 5.6 We do not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Data will therefore be retained for the following periods (or its retention will be determined on the following bases):
- 5.6.1 For as long as you need our professional services to progress your career.
6. **How and Where Do We Store Your Data?**
- 6.1 We only keep your personal data for as long as We need to in order to use it and/or for as long as We have your permission to keep it.
 - 6.2 Your data will only be stored in the UK.
 - 6.3 Data security is very important to Us, and to protect your data We have taken suitable measures to safeguard and secure data collected through Our Site.
 - 6.4 we have security procedures in place to protect any paper-based systems and computerised databases from loss and misuse, and only allow restricted access to them where necessary. Any use of personal information is carried out under strict guidelines.
7. **Do We Share Your Data?**
- 7.1 We may share your data with clients of Ours who are interested in hiring staff. Where any of your data is required for such a purpose, We will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, Our obligations, and the obligations of the third party under the law.



- 7.2 We may compile statistics about the use of Our Site including data on traffic, usage patterns, user numbers and other information. All such data will be anonymised and will not include any personally identifying data, or any anonymised data that can be combined with other data and used to identify you.
- 7.3 In certain circumstances, We may be legally required to share certain data held by Us, which may include your personal data, for example, where We are involved in legal proceedings, where We are complying with legal requirements, a court order, or a governmental authority.
- 8. How Can You Control Your Data?**
- 8.1 When you submit personal data via Our Site, you may be given options to restrict Our use of your data. In particular, We aim to give you strong controls on Our use of your data for direct marketing purposes (including the ability to opt-out of receiving emails from Us which you may do by unsubscribing using the links provided in Our emails and at the point of providing your details).
- 9. Your Right to Withhold Information**
- 9.1 You may access Our Site without providing any data at all.
- 9.2 You may restrict Our use of Cookies. For more information, see section 11.
- 10. How Can You Access Your Data?**
- You have the right to ask for a copy of any of your personal data held by Us (where such data is held). Under the GDPR, no fee is payable and We will provide any and all information in response to your request free of charge. Please contact Us for more details at Jessica.cox@peakperformancehr.co.uk, or using the contact details below in section 12.
- 11. Our Use of Cookies**
- 11.1 Our Site may place and access certain first party Cookies on your computer or device. First party Cookies are those placed directly by Us and are used only by Us. We use Cookies to facilitate and improve your experience of Our Site and to provide and improve Our services. We have carefully chosen these Cookies and have taken steps to ensure that your privacy and personal data is protected and respected at all times.
- 11.2 By using Our Site you may also receive certain third party Cookies on your computer or device. Third party Cookies are those placed by websites, services, and/or parties other than Us.
- 11.3 All Cookies used by and on Our Site are used in accordance with current Cookie Law.
- 11.4 Before Cookies are placed on your computer or device, you will be requested for your consent to set those Cookies. By giving your consent to the placing of Cookies you are enabling Us to provide the best possible experience and service to you. You may, if you wish, deny consent to the placing of Cookies; however certain features of Our Site may not function fully or as intended. [You will be given the opportunity to allow only first party Cookies and block third party Cookies.]
- 11.5 Certain features of Our Site depend on Cookies to function. Cookie Law deems these Cookies to be “strictly necessary”. Your consent will not be sought to place these Cookies, but it is still important that you are aware of them. You may still block these Cookies by changing your internet browser’s settings, but please be aware that Our Site



may not work properly if you do so. Your privacy is not at risk by allowing them.

12. **Contacting Us**

If you have any questions about Our Site or this Privacy Policy, please contact Us by email: Jessica.cox@peakperformancehr.co.uk, by telephone on 07388 537 435, or by post: Business and Technology Centre, Bessemer Drive, Stevenage, Herts, SG1 2DX.

Please ensure that your query is clear, particularly if it is a request for information about the data We hold about you.

13. **Changes to Our Privacy Policy**

We may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on Our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up-to-date.