

Privacy Notice

The following Privacy Notice explains how we protect your information gathered via the website and processed using our online recruitment software. If you choose to submit information you agree to the use of such data in accordance with this Privacy Notice. We ensure generally accepted standards of technological security for the purpose of protecting information provided by visitors from misuse, loss or corruption. Only authorised personnel have access to personally identifiable information submitted through the website. Such employees are required to maintain the confidentiality of this data.

Who we are

The data controller for your information will be:
Griffiths & Armour
12 Princes Parade, Princes Dock, Liverpool, L3 1BG
ICO Registration Number Z5706221

You can contact us by email at groupcompliance@griffithsandarmour.com or write to the Group Compliance Officer at the address above.

The recruitment software we use via this website is supplied by Net-Worx (2001) Ltd (trading as networkx) and they are defined as a Data Processor under the GDPR. They will only process your data in accordance with our instructions.

You can contact Networkx's Data Protection Officer (Rob Baker) by email at dpo@networkxrecruitment.com or in writing at The Engine House, Wharfebank Business Centre, Ilkley Road, Otley, LS21 3JP.

What information do we collect from you?

The recruitment software collects only personally identifiable information that is specifically and voluntarily provided by visitors. As part of the registration process, we may collect the following (but not limited to):

- Name, address, email, telephone number
- CV (where applicable)
- Answers to questions around your recruitment preferences
- Any other information you wish to provide in support of building up your candidate account

Purpose – how will we use your personal information?

As required by the GDPR we must only request information if we have a legal basis for doing so. You are agreeing to provide this information in order for us to use your details and information so we may provide recruitment services to you and carry out statistical analysis.

Who might we share your information with?

Personal details you provide will:

- Be made available to us and our stated data processors
- By preference be searchable on our candidate database
- Allow you to optionally receive notifications on relevant jobs you are seeking
- Be used for communication with you regarding recruitment
- Be used for statistical analysis

Although we may provide your information to service providers that handle information on our behalf, we will not share the information with third parties for any other purpose unless this purpose was disclosed at the point of collection and not without having gained acceptance at that time.

How long do we keep hold of your information?

Your candidate account will be deactivated after 13 months of inactivity. You can deactivate your account at any time. At the same time as this, your data will be fully anonymised.

How can I access the information you hold about me? Your rights

We are dedicated to providing reasonable access to the personal information retained when you apply via our website and correct any inaccuracies it may contain. Having registered you can access your profile, correct and update your details, or withdraw your details at any time. To do this you can access your profile using your secure login. In all cases we will treat requests to access or change information in accordance with applicable legal requirements.

You have the following rights in relation to the way in which we deal with your personal data:

- The right of erasure or to be forgotten
- The right to rectification if information is inaccurate or out of date
- The right to data portability (to obtain and reuse your personal data)
- The right to object to networkx and us handling your personal data
- The right to withdraw your consent with regards to the handling of your personal data
- You have the right to ask for a copy of the information we hold about you (a Subject Access Request)

Within the candidate account you can also use the download data feature to generate an XML file of the current data we hold on you that you have provided and/or have access to within your account.

Where you exercise your right to object or withdraw your consent we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so. In such a case we will not process more personal data than is required under the circumstances.

Complaints

If you consider that our processing of your personal information infringes the Data Protection laws, you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Information Security

We have in place reasonable commercial standards of technology and operational security along with internal policies and procedures to protect all information provided by you from loss, misuse, alteration or destruction.

Changes to our Privacy Notice

We reserve the right to modify or amend this Notice at any time and for any reason providing it maintains compliance with the GDPR.