

Privacy Policy

The General Data Protection Law ('GDPR') has now come into effect in the UK giving you more control over your personal data, and greater transparency around how it is used.

At CB Asset Resourcing Ltd we are committed to keeping personal data of our clients, candidates and any users of our services safe and secure. We have updated our Privacy Policy to explain these changes to give you more information about how we collect, use, and store your personal data. Please review this information below.

Who is responsible for your personal data?

CB Asset Resourcing Limited, a company registered in England and Wales (Registration number 09680109) is registered as a data controller in the United Kingdom for the purposes of the Data Protection Act 1998 or any subsequent UK legislation resulting from

EU General Data Protection Regulations (GDPR).

We are a recruitment agency and recruitment business as defined in the Employment Agencies and Employment Businesses Regulations 2003, and training provider. We assist candidates in finding positions, we assist training delegates in gaining new skills, and we assist our client base in the introduction and hiring of the staff that they require.

Information We Collect:

To fulfil your business needs, we may collect information that includes:

- Your name
- Date of birth
- Address
- Phone Numbers
- Passport
- Visa and other right to work or identity information
- CV / Employment History
- Educational history, qualifications & skills
- Private and corporate e-mail address
- Financial information

- Links to your professional profiles available in the public domain e.g. LinkedIn, Twitter, business Facebook or corporate website.
- You may also choose to provide us with additional personal information, if you contact us directly.

Why We Need Your Information and How We Use It:

- As needed to provide our services, such as using your information for matching your skill sets with relevant job vacancies
- Keeping you informed of relevant opportunities
- To put forward your details to our clients and prospective employers for you to be considered for vacancies
- To provide candidate and client support
- When you have provided your affirmation consent, which you may revoke at any time, such as by signing up to our mailing list
- If necessary to comply with a legal obligation and to comply with our obligations under the CB Asset Resourcing Ltd Policy Terms of Use
- To notify you about any changes to our website, such as improvements or product/service changes that may affect our service

Information Sharing and Disclosure:

We share information with organisations as necessary to provide you with our services and comply with our obligations under the CB Asset Resourcing Ltd Terms of Use.

Your CV and related information will be shared or sent to prospective employers (our clients). If you secure a new role through CB Asset Resourcing Ltd, additional information will need to be provided to them to enable the placement to proceed.

Compliance with laws: We may collect, use, retain, and share your information if we have a good faith belief that it is reasonably necessary to:

- (a) Respond to legal process or to government requests;
- (b) Enforce our agreements, terms and policies;
- (c) Prevent, investigate, and address fraud and other illegal activity, security, or technical issues; or
- (d) Protect the rights, property, and safety of our clients, or others.

Information from other sources:

Social buttons

On pages of our website you will see 'social buttons' for LinkedIn, Twitter and Facebook.

In order to implement these buttons and connect them to the relevant social networks and external sites, there are scripts from domains outside of CB Asset Resourcing Ltd.

You should be aware that these sites may collect information about what you are doing on the internet, including on CB Asset Resourcing Ltd website. So, if you click on any of these buttons, these sites will be registering that action and may use that information.

In some cases, these sites will be registering the fact that you are visiting CB Asset Resourcing Ltd, and the specific pages you are on, even if you don't click on the button while you are logged into their sites. You should check the respective privacy policies of each of these sites to see exactly how they use your information and to find out how to opt out, or delete, such information if you wish.

Data Retention:

We retain your personal information for as long as necessary to provide you with services and as described in our Privacy Policy. However, we may also be required to retain this information to comply with our legal and regulatory obligations, to resolve disputes, and to enforce our agreements.

Your Rights:

Access. You have the right to request access and receive a copy of the personal information we hold about you by contacting us using the contact information below.

You also have rights to request to change, restrict our use of, or delete your personal information. Absent exceptional circumstances (like where we are required to store data for legal reasons) we will generally delete your personal information upon request unless we have compelling and legitimate grounds to continue using that information or if it is needed for legal reasons.

Use of Cookies:

We use cookies to gather information about your computer for our services and to provide statistical information regarding the use of our website. Such information will not identify you personally – it is statistical data about our visitors and their use of our website. This statistical data does not identify any personal details whatsoever. We may also gather information about your general

Internet use by using a cookie file. Where used, these cookies are downloaded to your computer automatically. This cookie file is stored on the hard drive of your computer, as cookies contain information that is transferred to your computer's hard drive. They help us to improve our website and the service that we provide to you. All computers have the ability to decline cookies. This can be done by activating the setting on your browser, which enables you to decline the cookies. Please note that should you choose to decline cookies, you may be unable to access particular parts of our website.

How to Contact Us:

You may request details of personal information that we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to us at CB Asset Resourcing Limited, 10 Beech Court, Wokingham Road, Hurst, Berkshire, RG10 0RQ.

If you believe that any information we are holding on you is incorrect or incomplete, or you have any questions or concerns, please address this in the first instance with Caroline Black (Data Protection Officer) caroline.black@assetresourcing.co.uk and we will promptly correct any information found to be incorrect.