

Privacy Policy

Terms

Thurlow Resource Solutions takes your privacy seriously.

Please read this Privacy policy explaining our data protection policy and how we use any personal data we collect from you or that you provide to us.

Thurlow Resource Solutions Ltd is registered with the Information Commissioner's Office with registration number ZA176794.

Activity on our website www.thurlowresourcesolutions.co.uk complies with its obligations under the Data Protection Act 1998 (the DPA) and the General Data Protection Regulation (the GDPR) from May 2018. We do not monitor activity or use your details for any marketing purpose. If you use our enquiries email link to contact us, your details will be stored on our website for reference only, however you can request at any time for this to be removed.

By using our website you agree to the collection, use and transfer of the information that you provide to us with, in line with the terms of this Privacy policy.

Changes to the policy

We may change our Privacy policy from time to time. If or when changes are made we'll include them here, so be sure to check back occasionally.

Transparency and our objectives: Thurlow Resource Solutions will use your information where we have lawful grounds and legitimate business reasons to do so. We will be transparent in our dealings with you advising you how we collect and use your information. We will update your details when necessary and keep your records for no longer than is required and ensure your information is securely disposed of when appropriate. We will observe your rights under applicable privacy and data protection laws to ensure queries are dealt with promptly and transparently.

Information we hold about you and how we use it

We will collect data about you, both personal data (such as your name and contact details and your CV)

Personal data and special categories of data will be stored, processed, used and disclosed by us in the following ways:

- Register for job opportunities, or visit our website
- Provide recruitment services to you

- Forward your information/CV to a clients with your full consent
- Keeping you updated
- To third parties where we have retained them to provide services that we, you or our client have requested including references, qualifications and criminal reference checking services, verification of the details you have provided from third party source, psychometric evaluation or skill test, with your full knowledge/consent
- To third parties, regulatory or law enforcement agencies if we believe in good faith that we are required by law to disclose it in connection with the detection of crime, the collection of taxes or duties, in order to comply with any applicable law or order of a court of competent jurisdiction, or in connection with legal proceedings with your knowledge/consent
- To carry out our obligations arising from any contracts entered into between you and our clients

From time to time we may seek your consent to process, use or disclose your information for any other purpose not listed above.

How long we hold information about you

We are required by law to hold your information for as long as is necessary to comply with our statutory and contractual obligations in accordance with our legitimate interests as a data controller.

We will use reasonable endeavours to ensure that your Personal Data is maintained up to date, however, you are under a duty to inform us of any changes so that we can update or delete your Personal Data accordingly.

Information we receive from other sources

- We also work closely with a number of third parties, and may receive information about you from them.
- We may use this information on its own or combined with any of the information we receive or collect from you.

We may use this information to:

- Improve and monitor our service to you, as well as to notify you of changes to our website or service.
- Communicate and provide services you request from us
- Provide you with information that you have consented to receive
- To use information you have sent via email or our website
- Part of a recruitment process, where applicable

Thurlow Resource Solutions will retain and process your personal information for as long as necessary to comply with our legal obligations, resolve disputes and enforce our agreements.

Third Parties

With your consent, Thurlow Resource Solutions will pass your information on to selected and trusted third parties. The third parties we may share information with are:

- Clients or any third party for recruitment purposes with your consent
- Third party to whom we may need to disclose personal information in order to comply with our legal, regulatory and statutory obligations. This may be as part of a legal process, (for example, in response to a court order or in response to a law enforcement agency's request, or where they believe it's necessary). This could be to investigate, prevent, or take action regarding illegal activities, suspected fraud, or situations involving potential threats to the physical safety, property or rights of any person. It could also include non-compliance with our website rules, or as otherwise permitted

Other third party websites

Our website may, from time to time, contain links to and from third-party websites, including those of our partner networks. If you follow a link to any of these websites, please note that these websites have their own privacy policies. We don't accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Security and safe storage of your personal information

Once we've received your information, we'll use appropriate procedures and security features to try to prevent unauthorised access.

Unfortunately, the transmission of information via the internet isn't completely secure. Although we endeavour to protect your personal data, we can not guarantee the security of data transmitted over the internet. Any transmission of data is at your own risk.

Information supplied by you to us, or that we collect about you, may be transferred and stored by us for the purpose of providing services to you outside the European Economic Area. Where this occurs we use the model clauses as issued by the [European Commission](#) or other appropriate safeguards where applicable. By submitting personal data, you agree to this transfer, storing or processing.

Thurlow Resource Solutions may monitor the use and content of emails and secure messages sent from and received by us so that we can identify and take legal action against unlawful or improper use. The main examples of unlawful or improper use are the transmission of computer viruses and attempts to prevent its services from working.

How to contact us to access or make changes?

You're able to request access, correct, restrict/object to processing, or erase, the information we hold about you by contacting us on 01359 270106 or Email us at enquiries@thurlowresourcesolutions.co.uk .

If you have concerns about the way we handle your personal data, you can contact the ICO or raise a complaint. <https://ico.org.uk/for-the-public/raising-concerns/>

Freedom of information

To make a request for information under the Freedom of Information Act please send your request to enquires@thurlowresourcesolutions.co.uk or 01359 270106.

Updated by Sonia Thurlow on 7TH January 2019