

PURPOSE OF THIS PRIVACY POLICY

This privacy policy aims to give you information on how we collect and process your personal data through your use of our website and other means including post, telephone and email, including any data you may provide through our website when you contact us to register on our database as a job seeker / worker and submit a registration form or CV.

It is important that you read this privacy policy together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy policy supplements the other notices and is not intended to override them.

By using our websites: thecdgroup.co.uk, www.contractdesign.co.uk, www.cd-associates.com, www.eldonbureau.com (our 'Website') you are accepting and consenting to the practices described in this policy.

Depending on the purpose for which you are providing your personal data, the data controller (or entity responsible for the data collected) will be an authorised employee of the CD Group. Within the context of this policy 'we' means the CD Group.

THE DATA WE COLLECT ABOUT YOU

Personal data, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender.
- **Contact Data** includes billing address, delivery address, email address and telephone numbers.
- **Financial Data** includes bank account and payment card details.

We do collect some **Special Categories of Personal Data** about you (this includes details such as your race or ethnicity, health and family information) but we will only collect this if we have a valid reason and data protection legislation allows us to do so.

HOW DO WE COLLECT YOUR DATA

You may give us your Identity, contact and financial data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you apply for work such as CV's or other information about yourself for specific purposes.

HOW WE USE YOUR PERSONAL DATA

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.
- Where you have provided your consent to us to use your personal data in a certain way such as job seeking.

PURPOSES FOR WHICH WE WILL USE YOUR PERSONAL DATA

We have set out below, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data on more than one lawful ground depending on the specific purpose for which we are using your data. We may also process your personal data without your knowledge or consent, in compliance with this policy, where this is required or permitted by law.

Purpose/Activity: To register you as a job applicant / job seeker;;To process and deliver your employment including managing payments, payroll and taxes

Lawful basis for processing including the basis of legitimate interest: Performance of a contract with you.

OPTING OUT

You can opt out of receiving email communication from the CD Group by calling the customer services team, or notify us via our contact us form. It may take up to 21 days for the changes to come into effect.

THIRD-PARTY MARKETING

We will never sell your personal data to third parties for the purposes of marketing.

DATA TRANSFER

We share your personal data within the CD Group. The personal data that we collect from you will only be stored at a destination within the UK or European Economic Area (EEA).

Unfortunately, no transmission of your personal data over the internet can be guaranteed to be 100% secure. However, your personal data is only accessible by appropriately trained staff and is stored on secure servers with features enacted to prevent unauthorised access. We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

Any payment transactions will be encrypted using SSL technology.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

HOW LONG WILL YOU USE MY PERSONAL DATA FOR?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

In general, unless still required in connection with the purpose(s) for which it was collected and/or is processed, we remove your personal data from our records fifteen years after the date it was collected.

However, if before that date (i) your personal data is no longer required in connection with such purpose(s), (ii) we are no longer lawfully entitled to process it or (iii) you validly exercise your right of erasure, we will remove or anonymise from our records at the relevant time.

If you request to receive no further contact from us, we will keep some basic information about you on our suppression list in order to comply with your request and avoid sending you unwanted materials in the future.