

# Transforming PLC

## Privacy Policy

### Protecting your Privacy

If you apply on-line for a position within the Company, we will use the information you provide to assist in the recruitment and selection process. This privacy policy sets out how Transforming Plc (and all its related Companies) uses and protects any information that you give when you use this website.

Transforming Plc (“we”, “Transforming”, “the Company”) is committed to ensuring that your privacy is protected, and our website complies with the principles of the Data Protection Act 1998 and is in line with the GDPR as of the date of publication. Should we ask you to provide certain information by which you can be identified when using this website then you can be assured that it will only be used in accordance with this privacy statement.

We will process (e.g. record and use) your personal and sensitive personal data for its internal records, in the context of equal opportunity monitoring and to assist in the selection for employment process. Generally, we will only use your information within the Company. However, sometimes we use third parties to process your information on our behalf. The Company requires these third parties to comply strictly with our instructions and they do not use your personal information for their own business purposes unless you have explicitly consented to the use of your personal information in this way.

Transforming Plc may change this policy from time to time and update this page to keep in line with any government or legal changes, as well as company policies. You should check this page regularly to ensure that you are happy with any changes. This policy is effective from November 2021.

Your personal information will be retained only for as long as necessary to fulfil the purposes for which the information was collected, or as required by law.

### What we collect

We collect the personal data of the following types of people in order to undertake our core business.

- Prospective candidates
- Employees and Consultants

Information we collect may include the following:

- Name and address
- Current job title, salary, earnings and benefits

- Contact information including email addresses and telephone numbers
- Demographic information such as postcode, preferences and interests
- Compliance documentation and references

#### How we may share your Data

We may disclose personal information to nominated referees; any person or body we are required to disclose to by law; to past educational organisations to verify qualifications and to competent organisations that conduct background and/or criminal record checks (so long as such organisation undertakes to comply with privacy laws and keeps all supplied information, confidential); any information stored may also be shared with our bank and financier.

In addition, we require your data for the following reasons:

- Internal record keeping
- Use of our website
- To notify you about changes to our service
- We may periodically send emails about new information which we think you may find interesting using the email address which you have provided

#### Where we store and process your personal data

We keep your information on our electronic database that is stored on our onsite servers. We access our servers daily for our day to day business activities from a secure platform which is password protected and has strict user restrictions.

All information you provide to us is stored on our secure servers. Unfortunately the transmission of information via the internet is not completely secure. Although we do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try and prevent unauthorised access.

As an environmentally conscious business, we try to limit any printed materials especially any that contains personal information. In the event that we do have any printed personal information e.g. a CV, it is company policy that documents are not left on desks and are locked away each evening. We shred all confidential paperwork on a daily and weekly basis.

Senior management oversee and ensure that data records are kept confidential and secure. To prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect verbally and electronically and all of our employees are aware of this through our company policies and their contracts of employment.

#### How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

#### Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

#### Controlling your personal information

We value our visitors and their privacy, and we will not sell, distribute, or lease your personal information to third parties unless we have your permission or are required by law to do so.

We aim to keep your data for as long as required.

- If you wish to send us a copy of your CV via our website, it is essential that you have read our privacy policy as stated.
- you have the right to request what information we hold on you
- you have the right to ask for any information we hold on you to be updated or deleted

If you believe that any information we are holding on you is incorrect or incomplete or you would like it deleted then please contact us either verbally, or in writing at the below contact details.

#### Changes to our Privacy Notice

Any changes we make to our privacy notice in future will be posted on this page. If you have any queries or requests at any time concerning your personal information held by us or our practices in this regard, please contact us at: [info@transforming.plc.uk](mailto:info@transforming.plc.uk)

