



Parker Jones Group Privacy Policy

At Parker Jones Group, we are committed to protecting and respecting your privacy. This Privacy Policy outlines how we collect, use, and protect your personal information in accordance with the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018**. By using our website and services, you consent to the collection and use of your information as outlined in this policy.

You may give your personal details to Parker Jones Group, such as giving it to a member of staff or through a registration form through our website. Parker Jones Group must have a legal basis for processing your personal data and sensitive personal data. At all times we comply with current data protection laws.

1. Collection and use of personal data

Parker Jones Group will collect personal data and will process your personal data for the purpose of providing you with Parker Jones Groups Services. Personal data we may collect from you could be (but not limited to):

- **Personal details:** Name, email address, phone number, address and other contact information.
- **Employment information:** CVs, employment history, qualifications, references and other job-related details.
- **Usage data:** Information about how you interact with our website, including IP addresses, device information, browser types and website usage data.

2. How We Use Your Information

We use the personal information we collect for the following purposes:

- To process job applications and connect candidates with potential employers.
- To communicate with you about job opportunities, updates, and relevant information.
- To comply with legal and regulatory requirements related to our recruitment services.

3. Data Sharing and Disclosure

We do not sell, rent, or share your personal information with third parties for marketing purposes. We may, however, share your data with:

- **Clients (employers)** for the purpose of matching candidates with job opportunities (with your permission).
- **Service providers** (such as cloud hosting or data storage providers) who assist us in business operations. They may have access to your personal data for that purpose.
- **Legal authorities** when required by law or to protect our legal rights.

Parker Jones Group Ltd

www.parkerjonesgroup.com

Registered in England: 11731665

Registered office: Suite 2, Victoria House, South Street, Farnham, Surrey, England, GU9 7QU



4. Data Security

We take the security of your personal information seriously and implement appropriate and organizational measures to protect it. However, please be aware that no method of data transmission over the internet is 100% secure, and we cannot guarantee complete security.

5. Your Rights Under GDPR

You have the following rights concerning your personal data:

- Request a subject access request which includes giving you a copy of the personal information we hold about you.
- Request the rectification of your personal data
- Request the erasure of your personal data from our systems.
- Request to restrict processing of your personal data
- Request to withdraw your consent to process your data at any time (when we process data based on consent).
- Request to object to the processing of your personal data for certain purposes.

Where you have consented to Parker Jones Group to process personal data you have the right to withdraw that consent at any time by contacting us using the details below.

6. Retention of Data

We will retain your personal information for as long as necessary for the purpose we obtained it. When it is no longer needed, we will securely delete or anonymize your data.

7. Links to external websites

Our website may contain links to third-party websites. Please be aware that this Privacy Policy does not apply to those external sites, and we are not responsible for their content or privacy practices. We encourage you to read the privacy policies of each and every website that collects your personal information.

8. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. We will notify you of any significant changes by posting an updated version on our website. Please review this Privacy Policy regularly for updates.

If you have any questions or concerns about our Privacy Policy or how we handle your personal data, please contact us at:

- Email: support@parkerjonesgroup.com
- Phone: 01489 669970