



COOKIE & PRIVACY POLICY

Wote Street People is committed to respecting the privacy of its visitors to this website. This privacy policy sets out the type of information we may collect and hold, and how it is used. It also contains contact details, so you can contact us if you have any queries or concerns about your personal information. By using this Website our services and by providing information to us, you indicate your consent to us using your personal information in accordance with this policy.

[Use of this website does not require you to disclose any personal information. However, this website offers the opportunity for you to register your interest in job seeking services and to receive job alerts, job seeker tips and website updates. Subscription to the mailing list is voluntary, and you may unsubscribe at any time.]

What kind of information do we hold?

We may collect information about you in various sections of this site. The personal information we collect from telephone conversations, emails and written and verbal communications will be kept on our database Firefish. Should you apply for one of our roles via a job board your details will initially be held on our database. We would usually expect to keep a record of your contact details and details of any services we provide to you.

We will only allow authorised personnel who are familiar with the proper handling of data to have access to this information.

We may collect the following information:

- Name and address
- Contact information including email address, tel. numbers and postcode
- Other information relevant or required to access any services you may require of us including sensitive data should you be interested in temporary work. We will need this to comply with legislation in regards to eligibility to work in the UK, working time regulations, HMRC and DWP.

What we do with the information?

We require this information to understand your requirements and improve our service as well as:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new services or other information which we think you may find interesting.
- From time to time, we may also use your information to contact you for market research purposes.
- We may contact you by email, phone, text, or mail.



Your consent to be contacted can be withdrawn at any stage simply by emailing us on maxine@wotestreetpeople.co.uk.

Your information will only be kept as long as is reasonable.

Legitimate Interest	How data used	Length data kept	How disposed of
Permanent work seeking	Searching for opportunities	24 months	If no actions – whole record deleted
Permanent work seeking	Above plus interviews attended	24 months	Record anonymized and archived
Permanent work seeking	Above plus placed with Client	6 years	Record anonymized and archived
Temporary work seeking	Searching for opportunities	24 months	If no actions – whole record deleted
Temporary work seeking	Above plus interviews attended	24 months	Record anonymized and archived
Temporary work seeking	Above plus placed on assignment with Client	6 years	Record anonymized and archived

IP Addresses

We log IP addresses for analysing visitor trends and traffic on our website. This information is not passed on to third parties.

Links to send e-mail messages to us are provided on most pages of the site for your convenience. Your e-mail address is used only to respond back to your enquiry. We do not pass on your email address to any third parties unless authorised by you.

Cookies

[This website uses cookies to help us improve your experience of the website.]

Cookies are small text files placed on your device such as your computer or mobile phone. They help us find out which parts of our site you visit but they do not store any personal or confidential information about you. We suggest users keep cookies active on their machine whilst visiting our website to achieve the best results.

Functionality Cookies

Some cookies last beyond your session enabling us to improve your experience of the website for example they save you from entering all your details more than once.

This site uses Google Analytics (<http://www.google.com/analytics>) to allow us to record visitor trends over time. Google Analytics uses cookies to help track which pages are accessed. The cookies contain no Session cookies last for the duration of your visit and are deleted when you close your browser. No personal data is collected.



Please note if you disable the session cookie some areas of the site may lose some functionality.

Opting out of cookie usage

You can stop third party cookies (such as those for Google Analytics) being stored on your computer by blocking them within your browser. Or you can block cookies completely.

If you wish to keep your cookie settings but want to opt-out of Google Analytics tracking, you can download an add-on here: <http://tools.google.com/dlpage/gaoptout>

For further information about managing and disabling cookies, you can refer to your browsers help section or user guide. Alternatively, the Interactive Advertising Bureau has produced a guide which explains to users how cookies work and can be managed.

Your Personal Information

We will not normally share your personal information with any other organisation, however, some of our services and events may be provided by or held at premises of third parties and we may need to provide limited information to enable you to participate. The table below sets out who we use and why we use them:-

DISC	DISC work style profiling
TEAM (The Employment Agents Movement)	Other independent agencies who may be able to assist in work seeking services via us.
Recruitment Perks	A cash back and benefit site once you are working with us.

Information

From time to time we will send newsletters and information about our job seeking services and events by mail, email, phone, text using legitimate interest as the reason for such actions. If you prefer not to receive information from us, please unsubscribe, email or write to us.

Changes to this privacy policy.

Privacy laws and practice are constantly developing and we aim to achieve high professional standards. Our policies and procedures are, therefore, under continual review. We may, from time to time, update our security and privacy policies and suggest that you check this page periodically to review our latest policies.

Security



Wote Street People takes the necessary security measures to safeguard your data, from risk of loss, destruction, unauthorised access, modifications or disclosure.

Links to External Sites

Wote Street People has links to other websites that are not managed by us. We do not take responsibility for any information you share with these linked sites. If you are unsure if you have left our website, check the address bar. If Wote Street People is not in the start of the address, you have left our website and you should look at the privacy statement applicable to the website in question.

Contacting us and/or accessing your personal information

Under current Data Protection legislation, you are entitled to know what personal information an organisation holds about you and how that information is processed. If you wish to know what information we currently hold on you, please contact us by e-mail at recruit@wotestreetpeople.co.uk

Registered in England No: 4828178 Belvedere House, Basing View, Basingstoke, RG21 4HG