

PRIVACY NOTICE

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1. INTRODUCTION

- 1.1 We are committed to protecting and respecting your privacy. This Privacy Policy explains what personal data and other information is collected by us, Eric Wright Group Ltd (“**Eric Wright Group Ltd**”, “**we**”, “**our**”), as part of our activities, and how we use or process that information.
- 1.2 We are committed to complying with the Data Protection Act 1998 and the EU General Data Protection Regulation. These are referred to in this Privacy Policy as the “**Data Protection Laws**”.
- 1.3 The Data Protection Laws give you various rights regarding the way in which we store and use your information. These are set out below in the section “Rights of access, correction, erasure and restriction” and “Right to Withdraw Consent”.
- 1.4 For the purpose of the Data Protection Laws, the data controller is:
- Eric Wright Group Ltd
Sceptre House, Sceptre Way
Bamber Bridge, Preston
Lancashire
PR5 6AW
- ICO Registration Number: Z8114748
- 1.5 If you have any questions about this Privacy Policy, our practices, or your dealings with the Eric Wright Group Ltd or associated companies, you can contact us on hr@ericwright.co.uk.
- 1.6 To make it easier for you to review those parts of the Privacy Policy which apply to you, we have divided up the document into sections. Please take the time to read **General** and if you are a Candidate, please also read **Candidates**.

2. DEFINITIONS

- 2.1 In this Privacy Policy, when we use the following words they will have the following meanings:
- 2.2.1 **Account** - means a user account set up by a Candidate via our recruitment portal “Easyweb
- 2.2.2 **Candidate** - an individual who provides us with Personal Data for the purpose of considering and/or applying for jobs.
- 2.2.3 **Personal Data** - information from which the identity of a living individual may be determined. Examples of Personal Data include (but are not limited to) first and last name, home or other physical address, email address, phone number, work history and other contact information.
- 2.2.4 **Visitor** – an individual visiting our Websites

2.2.5 **Website** – means Eric Wright’s websites including:

<http://www.ericwright.co.uk>
<http://www.applethwaite-homes.co.uk>
<http://www.maplegrovedevelopments.co.uk>
<http://www.one-partnership.co.uk>
<http://www.sceptrenursery.com>
<https://www.ewlf.co.uk>

2.2.6 **You, Your** – anyone who interacts with our Websites, including Candidates and Visitors.

3. GENERAL

3.1 This section applies to everyone who visits, or otherwise interacts, with our Website.

How we use cookies

3.2 We may obtain information about your general internet usage by setting a cookie file which is stored on your browser or the hard drive of your computer, tablet, smartphone or other device. We use both session ID cookies and persistent cookies. We use session cookies to make it easier for you to navigate our site. A session ID cookie expires when you close your browser. A persistent cookie remains on the hard drive of your Device for an extended period of time. You can remove persistent cookies via your browser’s “clear cookies” function. Please see www.allaboutcookies.org for more information about blocking cookies on your particular web browser.

3.3 Unless you have adjusted your browser setting so that it will refuse cookies, we will drop cookies onto your Device as soon as you visit our site. Persistent cookies enable us to track and target your interests to enhance your experience on our Website. For example, we use this data to understand how you interact with our Website so we can make improvements to the information and design of our Website.

IP Addresses

3.4 We collect and store information about your Device, including where available your IP address, operating system and browser type. This is anonymous statistical data about your browsing activities and patterns, and does not contain any Personal Data.

What we share with third parties

3.5 We use analytics technologies provided by Google Analytics and other third parties. This involves cookies being set via our Website, which then collect information about your usage of our Website. This information is anonymous and does not contain any Personal Data.

Your consent

- 3.6 By agreeing to the terms of this Privacy Policy, you consent to the cookies referenced above being set on your Device.

Changes to this Privacy Policy

- 3.7 We reserve the right to modify this Privacy Policy at any time, so please review it frequently.

Data Protection Service

- 3.8 You can obtain further information about data protection and privacy laws by visiting the Information Commissioner's website at: <https://ico.org.uk/for-the-public/>.

4. CANDIDATES

- 4.1 This section describes what information is collected by Eric Wright Group Ltd from Candidates, and how that information is used by the Eric Wright Group.

What information we collect from you

- 4.2 When you register with us (whether via the Website or otherwise), we collect and store certain pieces of Personal Data and other information relating to you, including:

- Full name
- Contact details, including email address
- Work history, education, skills, experience, and any other information included in your CV
- Details of job applied for
- Answers to questions that we pose to ascertain your suitability for the job for which you are applying

- 4.3 We also collect and store information relating to when and how you use the Website, including (but not limited to) activity data, location data, weblogs and other communication data, although we do not knowingly collect any Personal Data as part of these activities.

Where, how and for how long we store your Personal Data

- 4.4 The information that we collect from you (including any Personal Data) may be transferred to, and stored at, various destinations. This will not include destinations outside the European Economic Area (EEA). It may be processed by staff operating at various locations outside the EEA who work for us, or for one of our website development, website penetration testing (also known as "ethical hacking"), hosting, connectivity or telecommunications service providers. By providing us with your information (including Personal Data), you agree to this transfer,

storing and processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

- 4.5 Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your Personal Data, we cannot guarantee the security of your information transmitted to our Website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.
- 4.6 We will store your Personal Data for no more than 6 months after the position you applied for has been filled, at which time your Personal Data will be irretrievably deleted.

How we use the information that we collect from you

- 4.7 We will only use your personal information when the law allows us to. Most commonly will we use your personal information in the following ways:
- To contact you in connection with your current application.
 - To contact you within 6 months of your original application with details of other vacancies which you may be interested in applying for.
 - To help us improve our recruitment Website.
 - To help us understand candidate behaviour and improve our recruitment processes. This involves us combining your anonymised information with anonymised information provided by other Candidates.
 - To provide the functionality of the Website

Updating your information

- 4.8 You can edit any of the information in your Account. It is your responsibility:
- To protect against unauthorised access to your Account.
 - To log-off from your Account when not using it.
 - To keep your log-in details secret.

What information we share with third parties

- 4.9 We may disclose your Personal Data to any member of our group of companies.
- 4.10 We may disclose your Personal Data to third parties:
- In the event that we sell or buy any business or assets, in which case we may disclose your Personal Data to the prospective seller or buyer of such business or assets.
 - If the Eric Wright Group or substantially all of its assets are acquired by a third party, in which case Personal Data held by us will be one of the transferred assets.
 - If we are under a duty to disclose or share your Personal Data in order to comply with any legal obligation, or in order to enforce our contractual rights; or to protect the rights,

property, or safety of the Eric Wright Group, our stakeholders, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

4.11 We require third parties to respect the security of your information and to treat it in accordance with the law.

4.12 Except as set out above, we do not share your Personal Data with any third parties.

5. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your duty to inform us of changes

5.1 It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us. We will also check this information with you from time to time.

Your rights in connection with personal information

5.2 Under certain circumstances, by law you have the right to:

5.2.1 **Request access** to your personal information (more commonly known as a "data subject access request"). This enables you to receive a copy of the information we hold about you and to check that we are using it appropriately.

5.2.2 **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information corrected.

5.2.3 **Request the erasure** of your information. This enables you to ask us to delete or remove information where there is no good reason for us continuing to hold and use it.

5.2.4 **Object to processing** of your personal information where we are relying on a legitimate interest (or that of a third party) and there is something about your particular situation which makes you want to object to its use on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

5.2.5 **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the use of personal information about you. For example, if you want us to establish its accuracy or the reason for which we are using it.

5.2.6 **Request the transfer** of your personal information to another party.

5.3 If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal information or request that we transfer a copy of your personal information to another party, please contact hr@ericwright.co.uk

No fee usually required

- 5.4 You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

- 5.5 We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

6. RIGHT TO WITHDRAW CONSENT

- 6.1 Where you have provided consent to the collection, use and transfer of your personal information, you have the right to withdraw your consent at any time. To withdraw your consent, please contact hr@ericwright.co.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the use or purposes you originally agreed to, unless we have another legitimate basis for continuing to use that information.

7. LINKS TO OTHER WEBSITES

- 7.1 Our Website may contain links to enable you to visit other websites which may be of interest. However, once you have used these links to leave our Website, 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. You should exercise caution, and look at the privacy statement applicable to the website in question.

8. YOUR CONSENT

- 8.1 By agreeing to the terms of this Privacy Policy, you consent to the collection, storage, processing and sharing of your Personal Data and other information on the basis set out above.