

This privacy policy sets out how Grafters Recruit Limited (hereafter referred to as Grafters) uses and protects any information that you give Grafters.

Registered Office:

Grafters Recruit Limited
Collingham House
6-12 Gladstone Road
Wimbledon
London
SW19 1QT
Company Registration No.05954212

Grafters are committed to ensuring that your privacy is protected. 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.

Grafters may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1st March 2024.

What we collect

We may collect information including but not limited to the following:

- Name and job title
- Contact information including email address
- Location
- Preferences
- Personal Sensitive Information

What we do with the information we gather:

We require this information to understand your needs and provide you with a better service, and in particular but not limited to the following reasons:

- Internal record keeping.
- We may use the information to improve our services.
- We may periodically send emails about information which we think you may find interesting using the email address which you have provided.
- We may use this data for audit and compliance purposes.

Security

We are committed to ensuring that your information is secure. In order 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 online. Should there ever be a breach of data security, this would be reported to the Information Commissioners Office (ICO).

Your individual rights

Your rights are outlined below but are not exhaustive.

- Right of erasure (sometimes referred to as 'the right to be forgotten')
- Right to withdraw from using our services
- Right to complain to the ICO (If you believe we have not protected your data)
- Right to object to processing
- Right of subject access (there may be a fee associated to receiving this data)

Retention

All data is held for a minimum of 6 years in line with legislative guidance. Except in cases for the defence, establishment or exercise of legal claims.

Controlling your personal information

We will not sell, distribute or lease your personal information to third parties unless we have your permission, it is in your legitimate interests or we are required by law to do so. If you believe that any information we are holding on you is incorrect or incomplete, please speak to your local branch. We will promptly correct any information found to be incorrect.

Subject access requests can be requested by emailing gdpr@graftersrecruit.co.uk. This can be sent to you electronically and there may be a nominal fee incurred for this. If you find it impossible or unreasonably difficult to make a request in writing, we will, under the Equality Act 2010 assist you with making any requests.

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 webpage 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.