

 Newton Blue Privacy Policy

Privacy, GDPR compliance and cookies

This document sets out the basis on how we process and store any personal data that you have provided to us or that we have collected on you.

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a regulation which replaces the Data Protection Regulation (Directive 95/46/EC) The Regulation aims to harmonise data protection legislation across EU member states, enhancing privacy rights for individuals and providing a strict framework within which commercial organisations can legally operate.

Your new rights under the GDPR are set out in this document which was last updated on **25th May 2018**.

**Overview**

At Newton Blue we take your privacy and the security of your data very seriously. We obtain and hold limited personal details and documentation from you, given by you with your consent, in order to provide you with the best recruitment service and to fulfil requirements by law. You can request that this be removed at any time. We will never pass on any personal information to third parties for marketing purposes. Our Privacy Policy sets out what data we collect and how this is used and protected by us. It also outlines our limited use of cookies and how they benefit your experience.

If you need any more information or have any other queries please do not hesitate to [contact us](https://www.newtonblue.com/contact-us.aspx).

**The Information we collect**

We collect data in order to carry out our core recruitment activities**.** We collect information about you which may include: your name, address and post code; private and corporate e-mail address and phone number; financial information and compliance documentation; company information and contact details; references verifying your qualifications and experience; your right to work in the United Kingdom; curriculum vitae and photograph; employment details and preferences; links to your professional profiles available in the public domain e.g. LinkedIn, Twitter, Facebook for Business or corporate website.

**How we collect this information**

The information we collect about you will primarily be provided by you, either by filling out a form on our website [www.newtonblue.com], applying for a vacancy or to an advert, or by corresponding with us by phone, e-mail or otherwise. It will also include information you provide when you register to use our website, subscribe to our services, attend our events, participate in discussion boards or other social media functions on our website, enter a competition, promotion or survey, and when you report a problem with our site.

We may also obtain information about you from other sources such as LinkedIn, corporate websites, job board websites, online CV libraries, your business card, personal recommendations, and any relevant social media sites.

**Legal basis for processing data**

The processing of personal data is to carry out our core business activities as a recruitment consultancy, introducing candidates and potential employers or hiring companies for employment purposes. We are also governed by UK employment legislation which we must adhere to, mainly around candidate identification and your right to work in the UK.

**Where we store your personal data**

All information stored on our recruitment software is secured through the Microsoft Azure Infrastructure and located at two data centres locations within Europe. Our primary centre is located in Microsoft’s Western European centre, and these facilities are secured by a series of measures, including (but not limited to) biometric access, security alarm systems and round-the-clock security staff. Additional security information on Microsoft’s data centres can be found [here.](https://azure.microsoft.com/en-gb/overview/trusted-cloud/)

**How long we keep your data for**

We retain different types of data for differing periods of time. The criteria we use to determine whether we should retain your personal data and how long for includes:

* The nature of the personal data
* The perceived accuracy of your data
* Your engagement levels with our services
* Our legal obligations following an offer or when a placement has been made

We may archive part or all of your personal data or retain it on our financial systems but delete all or part of it from our recruitment software system. On removal, we may anonymise parts of your data – particularly following a request for suppression or deletion of your data – to ensure we do not re-enter your personal data to our database, unless you have requested us to do so.

Our current retention period for data on candidates who have not been placed or not showing signs of engagement with our website is 5 years.

**Your rights**

**The GDPR provides you with the following rights:**

* The right to be informed about the personal data we process on you
* The right of access to the personal data we process on you
* The right to rectification of your personal data
* The right to erasure of your personal data in certain circumstances
* The right to restrict processing of your personal data
* The right to data portability in certain circumstances
* The right to object to the processing of your personal data
* The right not to be subjected to automated decision-making and profiling.

**We therefore encourage you to log in to your profile through our website to ensure your data and preferences are accurate, complete and up to date at all times.**

**You have the right to request that your profile and information be deleted from our database at any time. You can do this by contacting us at using any of the contact methods detailed on our website at** [**www.newtonblue.com**](http://www.newtonblue.com)**. It can take 7-10 days for removal of your details to take effect.**

**Third party websites**

Our website includes hyperlinks to, and details of, third party companies and websites.

We have no control over, and are not responsible for, the terms and conditions, privacy policies and practices of third party companies and websites.

**Cookies**

Our website uses cookies. A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server. Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed. Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies. We use cookies on our website exclusively (for non-identifying) user experience, website administration and business analytic purposes. Most browsers allow you to refuse and block/set up alerts to accept cookies in settings. Blocking all cookies will have a negative impact upon the usability of many websites. If you block cookies, you may not be able to use all the features on our website.

**Data protection registration**

We are registered as a data controller with the UK Information Commissioner's Office and are fully compliant with the General Data Protection Regulation.

**Changes to our privacy notice**

Any changes we make to our privacy notice in future will be posted on this page and, where appropriate, you will be notified by e-mail. Please check back frequently to view any updates or changes to our privacy notice or for further information.