

# **Privacy Policy**

## **Section A**

This Privacy Policy (together with our [Terms and Conditions](#)) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. This policy applies to [www.christopherclark.co.uk](http://www.christopherclark.co.uk) and data we receive from you via this website or by any other means.

Christopher Clark Workshops Limited ensures that any data received will be processed in accordance with the General Data Protection Regulation 2018 and the policy set out below. The Data Controller is Christopher Clark Workshops Ltd, Trafalgar Industrial Estate, Sovereign Way, Downham Market, Norfolk, PE38 9SW

### **Personal information that we collect**

We collect and process information that you provide to us by:

- Making an enquiry via our website Contact Form or email address [info@christopherclark.co.uk](mailto:info@christopherclark.co.uk)
- Completing any forms on our website
- Website usage information through cookies
- During the recruitment process

The personal information you provide to us may include name, company name, address, telephone, email address and necessary banking information. Any data we process will only be kept for the period in which it is needed, and after this will be deleted.

### **How we use the information**

We collect information about you for contractual requirements to deal with your enquiry/commissioning request or re-direct it to the correct individual within the company.

We will also collect and keep certain information necessary for record keeping. This information is only kept as long as is necessary in order for us to do business with you.

From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website and our services according to your interests.

We also use cookies to track visitor use of our website to compile statistical reports on website activity. For more information please visit our [Cookies Policy](#).

We will never share or sell your personal information to any third parties, including during the recruitment process, or store your information outside of the European Economic Area. We may however be required to share your data for the provision of our services or required by law.

This privacy notice does not provide exhaustive detail of all aspects of Christopher Clarks Workshops Ltd and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below found in Section C.

### **Links to other websites**

This policy only applies to our website. If you leave our website via a link or otherwise, you will be subject to the policy of that website provider. We have no control over that policy or the terms of the website and you should check their policy before continuing to access the website.

### **Access to your information**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal data then please email: [info@christopherclark.co.uk](mailto:info@christopherclark.co.uk) or write to us at the contact details given below.

We want to make sure that the data we hold on you is accurate and up-to-date. You may ask us to correct or remove any information you think is incorrect.

### **Changes to our privacy policy**

Any changes we may make to our privacy policy in the future will be posted on this page. We advise that you check this page regularly to keep up-to-date with any necessary changes.

### **Complaints**

Christopher Clark Workshops Ltd tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We strongly encourage anyone to contact Christopher Clark Workshops Ltd initially to try to resolve any issues. If you feel this has not solved the problem, you have the right to lodge a complaint with the supervisory authority of the Information Commissioners Office.

### **Security**

We do our best to ensure that any personal data given to us by you, or collected by us, is protected and securely stored. We use strict procedures and security features to try to prevent any un-authorized access. However we cannot guarantee the security of any data submitted through our website and this is done so at your own risk.

### **Disclaimer**

This website provides general information only. Nothing on the website amounts to legal or other professional advice. While we make every effort to keep the contents accurate and up-to-date we are not responsible or liable for any use to which the content is put.

Christopher Clark Workshops Ltd is not responsible for the content of external sites which link to this site or are linked from it. The inclusion of links does not imply that we endorse, recommend or approve any material or services on or offered by the linked sites.

## **Section B**

### **Job applicants, current and former Christopher Clark Workshops Ltd employees**

#### **What will we do with the information you provide to us**

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

#### **What information do we ask for and why**

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You do not have to provide what we ask for but it might affect your application if you do not.

#### **Application stage**

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all of this information.

#### **Shortlisting**

Our Office/Workshop Managers and Managing Director shortlist applications for interview.

#### **Assessments**

We might ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by Christopher Clark Workshops Ltd.

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained in our talent pool for a period of six months. If you say yes, we would proactively contact you should any further suitable vacancies arise.

#### **Conditional offer**

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- We will contact your referees, using the details you provide in your application, directly to obtain references.
- We may also ask you to complete a questionnaire about your health. This is to establish your fitness to work.

If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments.
- Emergency contact details – so we know who to contact in case you have an emergency at work.

### **How long is the information retained for**

If you are successful, the information you provide during the application process will be retained by us, as part of your employee file, for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work and references.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the campaign.

Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the campaign.

### **How we make decisions about recruitment**

Final recruitment decisions are made by Office/Workshops Managers and the Managing Director. All of the information gathered during the application process is taken into account.

You are able to ask about decisions made about your application by speaking to:

[Christopher@christopherclark.co.uk](mailto:Christopher@christopherclark.co.uk).

## **Section C**

### **Use of data processors**

Data processors are third parties who provide elements of our recruitment service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

### **Copyright Notice**

The copyright in this website belongs to Christopher Clark Workshops Ltd and all our rights are reserved.

### **Contact**

Questions, comments and information requests in relation to this policy are welcomed and should be addressed to: HR Office, Christopher Clark Workshops Ltd, Trafalgar Industrial Estate, Sovereign Way, Downham Market, Norfolk, PE38 9SW

