



PRIVACY POLICY (Website)

1. Introduction

Brown & Carroll (London) Ltd is committed to protecting and respecting your privacy. [Currently, under the Data Protection Act 1998 ("DPA"), and] from 25 May 2018 under the General Data Protection Regulation as implemented into UK law ("GDPR"), we are required to provide you with certain information about what data we hold about you. We therefore ask that you please read our Privacy Notice.

The Data Protection representative for Brown & Carroll (London) Ltd is Steve Perkins and the contact details in the event of a query with regard to our Privacy Notice is as follows:

Brown & Carroll Works
Honywood Road
Basildon,
Essex, SS14 3DT.
Email Address: info@brown-carroll.co.uk

Brown & Carroll (London) Ltd (Company No.2885270) has its registered office at Brown & Carroll (London) Ltd, Brown & Carroll Works, Honywood Road, Basildon, Essex, SS14 3DT.

This privacy notice tells you what to expect us to do with your personal information when you make contact with us through our website when applying for a job or visit us.

2. Visitors to our website

2.1. Purpose and Legal Basis for Processing

The purpose for implementing the above is to maintain and monitor the performance of our website and to constantly look to improve the site and the services it offers to our users. The legal basis we rely on to process your personal data is article 6(1)(f) of the GDPR, which allows us to process personal data when its necessary for the purposes of our legitimate interests.

2.2. Analytics

When you visit www.brown-carroll.co.uk, we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out such things as the number of visitors to the various parts of the site. This information is only processed in a way that does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

If we do collect personal data through our website, we will be upfront about this. We will make it clear when we collect personal information and we will explain what we intend to do with it.

2.3. Cookies

You can read more about how we use cookies on our [Cookies page](#). We use a cookies tool on our website which relies on implied consent of users. In recognition of the fact that the implementation date for the revised e-Privacy Regulation remains unknown, we are taking reasonable steps now to align our use of cookies the standard of consent required by GDPR.

This means that we are in the process of updating the tool (Civic Cookie Tool) which, by default, requires explicit opt in action by users of our website. This will apply to the non-necessary cookies. We will ensure any necessary cookies for functionality and security are marked so that they are not deleted by the tool.

2.4. Security & Performance

We use a third-party web application firewall from Wordfence to help maintain the security and performance of our website. The service checks that traffic to the site is behaving as would be expected. The service will block traffic that is not using the site as expected. To provide this service, Wordfence processes site visitors' IP addresses.

2.5. Contact Us Page

If you wish to contact us for any other reason you may do so by visiting the Contact Us page of our website. Here you are asked to provide brief contact details and the reasons for your request so that the relevant team may get back to you.

3. Use of Data Processors

We will not share your information with any third parties for the purposes of direct marketing.

We use data processors who are third parties who provide elements of our recruitment service for our HR, benefits and payroll service for us. We have contracts in place with our data processors and only use these data processors where the processing of your data is in our legitimate interest or necessary to fulfil the terms of your contract of employment. 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.

[Here is a link to Garda's Privacy Notice.](#)

[Here is a link to Carbide Finger's Privacy Notice.](#)

4. How long is the information kept for?

For information about how long we hold personal data, see request our [retention schedule](#)

5. Your Rights

As an individual, you have certain rights regarding your own personal data. Your rights are as follows:

Your right of access	You have the right to ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always
Your right to rectification	You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies.
Your right to erasure	You have the right to ask us to erase your personal information in certain circumstances.
Your right to restriction of processing	You have the right to ask us to restrict the processing of your information in certain circumstances.
Your right to object to processing	You have the right to object to processing if we are required to process your information because the process forms part of our public tasks or is in our legitimate interests.
Your right to data portability	This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another or give it to you. The right only applies if we are processing information based on your consent, or under or in talks about entering into a contract and the processing is automated.

If we are processing your information for criminal law enforcement purposes, your rights are slightly different. Please see the relevant section of the notice.

You are not required to pay any charge for exercising your rights. We have one month to respond to you.

Please contact us at info@brown-carroll.co.uk if you wish to make a request, or us on 01268 243850.

6. Review of this Policy

We may make changes to this Privacy Notice from time to time, including as part of the new European data protection legislation which came into effect on 25 May 2018 (the "General Data Protection Regulation") - we will update the Privacy Notice and we will provide you with new version of this Notice.

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Policy Prepared by: Paul Furness

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