

Updated: January 2018

Version 2:1

1. Introduction and General Terms

We've created this policy which covers how we...

- Collect
- Use
- Disclose
- Transfer
- Store

...your data.

Clever HR are committed to protecting your personal information when you are using our services; online or in person. We want our services to be a safe and enjoyable environment for you. The Privacy and Cookies Policy relates to our use of any personal information which we collect from you via the following online services:

- Our website
- Social media
- Through third party website.

It also related to our use of any personal information you provide to us by phone, SMS, email, in letters and other correspondence and in person.

The Privacy and Cookies Policy explains the following:

- What information Clever HR may collect about you
- How we will user any information we collect about you
- When we may use your details to contact you
- Whether we will disclose your details to anyone else
- Your choices regarding the personal information you provide us
- The use of cookies on our website and how you can reject cookies

Here at Clever HR we are committed to safeguarding your personal information in accordance to General Data Protection Regulation 2018. Whenever any information is provided to use, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal data.

Clever HR may contain hyperlinks to websites owned and operated by third parties. These third parties will have their own privacy policies, and are also likely to use cookies, and we therefore suggest that you review them yourself. We do not accept any responsibility or liability for the privacy practices of such third-party websites and your use of such websites is at your own risk.

We regularly use third party websites which collect your data and send them to ourselves; with your permission; for example, Reed. By submitting information to these websites; knowing that it will be sent to us; we will protect any data that is sent to us; however, any responsibility and liability for the use of the information on the third-party website is not Clever HR's responsibility and you are to use

the website at your own risk. Any complaints sent to us about the use of your information from a third-party which we use will be investigated and our use of the website will be reviewed.

2. Who are we?

Clever HR is a small business which has been operating for 2 years. We are a recruitment agency specialising in wealth management and have employees who have been working with businesses and recruiting for many years.

Our Online Services

Our website; clever-hr.uk, is run by staff at Clever HR and Joe Huggans our website developer (<https://designedbyjoe.co.uk/>).

3. What information will Clever HR collect about me?

When you sign up to any of our services, activities or online content, such as newsletters or competitions, we may receive personal information from you. This can consist of information such as your name, date of birth, postal address, email address, telephone or mobile number.

Please note that sometimes we will require you to provide additional personal information, and sometimes sensitive personal information (e.g. if you're applying for a job using your CV, we will need to know your schooling history and work history). In an event that there is information that we require which you haven't supplied you may be contacted to ask for the data. When we do this, we will provide further information about why we are collecting your information and how we will use it.

Clever HR collect information about how you use our website and social media and the device(s) you use to access the services. At no point does this include your IP address and your name is never recorded; just the way in which you use our sites (e.g. which pages have been clicked on).

4. How will Clever HR use the information it collects about me?

Clever HR will use your personal information for several purposes including the following:

- To provide you with our services, activities and online content, to provide you with information about them and to deal with your requests and enquires.
- To contact you about a submission you have made, including any content you provide.
- For analysis and research purposes so that we can improve the services and content that we offer.
- We may also use and disclose information in aggregate (so that no individuals are identified) for marketing and strategic development purposes.

5. When will Clever HR contact me?

Clever HR may contact you:

- In relation to any correspondence we receive from you or any comment or complaint you make about our products or services.
- In relation to any personalised services you are using.
- In relation to any contribution you have submitted to us.

- To invite you to participate in surveys about our services (participation is always voluntary).
- To update you on any material changes to our policies and practices.
- For marketing purposes, as set out in section 6.

Local pages will give you detailed information about how we will contact you in relation to specific services, activities or online content.

6. Will I be contacted for marketing purposes?

Clever HR will only send you marketing emails or contact you where you have agreed to this.

We may send out mail shots of candidates which we are representing to relevant companies.

We may personalise the message content based upon any information you have provided to us.

7. Will Clever HR share my personal information with anyone else?

We will keep your information within Clever HR except when disclosure is required by law.

8. Offensive and inappropriate content on our website and social media

If you post or send content which may be considered offensive, inappropriate or objectionable anywhere on or to our website or social media pages or otherwise engage in any disruptive behaviour on any of our services, we may remove such content.

When Clever HR reasonably believes that you are or may be in breach of any applicable laws, for example, hate speech, we may disclose your personal information to relevant third parties, including to law enforcement agencies or your internet provider. Clever HR would only do so in circumstances where such disclosure is permitted under applicable laws.

9. How long will Clever HR keep my information?

We will hold your personal information on our systems for as long as is necessary for the relevant activity. If you wish for us to delete any personal data about you, read section 10 below.

10. Can I delete my data?

You can always delete your data. At any point you can contact us at hello@clever-hr.uk and we will remove any data we have about you.

Options to have your data deleted from our database will also be included in the footer of all emails.

11. Can I find out what personal information Clever HR holds about me?

Under the General Data Protection Regulations 2018 you have the right to request a copy of the personal information that Clever HR holds for you and to have any inaccuracies corrected. (We require you to prove your identity with 2 pieces of approved identification). If your request is manifestly unfounded, excessive or repetitive then a reasonable fee of £10 could be charged for administrative costs.

Any requests of information should be sent to hello@clever-hr.uk. Any requests will be responded to within one month of receiving the request and when requesting paper or electronic options are available.

We will need two copies of forms of identification, which can be:

- Passport
- Driving licence
- Birth certificate
- Utility bill (from last 3 months)
- Current vehicle registration document
- Bank statement (from last 3 months)
- Rent book (from last 3 months).

12. Web Browser Cookies

What is a cookie?

A cookie is a piece of data which is downloaded onto your computer and can be read by a simple text file. It includes a unique identifier that is set to your computer, tablet or mobile phone's web browser. Every website will have their own cookie as it allows the website to track online traffic flow. If you continue without changing your settings, we'll assume that you are happy to receive all cookies on our website.

How do we use cookies?

Information supplied by cookies can help us to understand the profile of our visitors and help to tailor content so that it is relevant for our visitors.

Third party cookies in embedded content on Clever HR pages

We often embed content from social media and other third-party websites when relevant. These may include Eventbrite, Vimeo, Facebook, Twitter, Instagram, LinkedIn, as well as others. As a result, when you visit a page containing such content, you may be presented with cookies from these websites and these third part cookies may track your use on our website. Clever HR does not control these cookies and we encourage you to check the third party's website for more information. If you continue without changing your settings, we'll assume that you are happy to receive all cookies from our website.

Where we embed content from social media and other third-party websites, some websites may use Google Analytics to collect data about user behaviour for their own purposes. Clever HR does not control this. For more information, see the Google webpage "[How Google uses data when you use our partners' sites or apps](#)".

How to reject cookies

It is important to note that if you change your settings to block certain cookies, you will still be able to use our website to the full of its ability.

13. Changes to Privacy and Cookies Policy

This Privacy and Cookies Policy may be updated from time to time, so it is important to check every time you submit personal data to the page. The date of the revisions will appear on this page. If you do not agree with these changes, do not continue to use the website to submit personal data.

14. Contacted Clever HR about this Privacy and Cookies Policy

If you have any questions or comment about this Privacy and Cookies Policy, please contact:

Office Suite 3C
Bowling Hill Business Park
Quarry Road
Chipping Sodbury
Bristol
BS37 6JL
(email: hello@clever-hr.uk)