



GWP CONSULTANTS LLP (GWP) – PRIVACY NOTICE

GWP Consultants LLP ("GWP", "we", "us", "our") is committed to respecting your privacy rights. This privacy notice tells you what to expect us to do with your personal information. The notice applies to GWP clients, prospective clients, stakeholders, suppliers, website users, and recruitment candidates.

If you have any questions about our privacy policy, please contact us at Upton House, Market Street, Charlbury, Oxfordshire, OX7 3PJ, United Kingdom. +44 (0) 1608 810374, info@gwp.uk.com.

This notice may be updated periodically.

1 WHAT INFORMATION WE COLLECT, USE, AND WHY?

To **provide consultancy services**, and to update you when our services change or are new, and for other marketing purposes, we may collect or use the following personal information:

- Names and contact information you have shared with us, including *via* the 'contact us' form on the website; this may include telephone number and email address, your company name and company postal address, and job title.
- Payment details (including card or bank information for payment transfers to suppliers and direct debits).
- Any other information that you choose to share with us.

For **website users** to operate a functioning website, we serve essential cookies on our website. Our website users can agree to or decline our use of analytics cookies. We may collect information about your computer and your use of this website including your IP address, browser, limited browsing history, and pages viewed. See 'cookie policy'. <https://www.gwp.uk.com/cookies-policy/>

We may collect or use the following personal information for **recruitment purposes**.

- Contact details (this may include your name, address, personal telephone number, and personal email address).
- CVs and information on publicly available sources such as social media professional networking sites *e.g.* LinkedIn.
- Information requested as part of our pre-employment verification process (copies of passports or other photo ID, proof of right-to-work, qualifications, and employment history).

2 LAWFUL BASES FOR COLLECTING AND USING INFORMATION

Our lawful bases for collecting or using personal information to provide and promote our services (and service changes) to you, are to carry out our working relationship with you and to undertake our legitimate business activities. We may use the information you provide us to:

- Carry out the services you have requested.
- Collaborate on projects.
- Fulfill our contractual obligations arising from any agreements between us.
- Address an enquiry you have made with us directly including through or on the website.
- Inform you of new services and when existing services are altered and improved.

- Enable us to purchase goods or services from a supplier.
- Undertake client satisfaction surveys and generate aggregated statistics about users of our services.
- Comply with audit, insurance, and record-keeping requirements.
- Comply with legal and regulatory obligations.

Our lawful bases for collecting or using personal information for recruitment purposes is for the legitimate interests of managing our recruitment process and assessing and confirming suitability for employment.

3 WHERE DO WE GET PERSONAL INFORMATION FROM?

- People directly, including when they submit an enquiry *via* the 'contact us' form on the website and book an appointment of any kind with us.
- When you have given a third-party permission to share your details with us.
- Publicly available sources: where you are a member of social media professional networking sites *e.g.* LinkedIn.

4 WHO DO WE SHARE YOUR INFORMATION WITH?

We will never sell or lease your data. We will not use your personal information for any purpose other than those stated above. We will disclose information about you only when required to do so by law.

5 RETAINING INFORMATION AND KEEPING IT SAFE

We keep and safely retain your data no longer than is reasonably, and or legally necessary.

We use data protection technologies and processes including virus protection, encryption, and secure data access protocols.

Any data that is no longer required is securely and confidentially destroyed.

6 YOUR DATA PROTECTION RIGHTS

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal data.
- **Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.
- **Your right to withdraw consent** – When we use consent as our lawful bases you have the right to withdraw your consent.

You do not usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

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HOW TO COMPLAIN

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we have used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113 Website: <https://www.ico.org.uk/make-a-complaint>

This policy was last updated in *June 2024*