



Tel: 00 44 (0) 1491 842909  
Email: [enquiries@cbsukltd.co.uk](mailto:enquiries@cbsukltd.co.uk)  
Web: [www.cbsukltd.co.uk](http://www.cbsukltd.co.uk)

## Privacy Policy

In line with the General Data Protection Regulation (GDPR) introduced on 25th May 2018 *Corrigan Business Services (CBS)* must provide more information about the purposes for which we use your personal data, the rights you have over it and what that means in practice.

*CBS* is committed to maintaining your privacy and protecting your personal information. This Privacy Policy explains how we use and protect personal information about clients, visitors to the *CBS* website and other business contacts.

We hope that the explanation below is clear and simple but if you have any questions, please do not hesitate to contact us on [enquiries@cbsukltd.co.uk](mailto:enquiries@cbsukltd.co.uk) for further information.

### Who we are

*CBS* is the trading name of Corrigan Business Services Ltd

### The information we collect

#### Visitors to our website

You can access the homepage of the *CBS* website and browse the site without providing any personal information, unless you choose to fill in our contact form.

#### Recruitment service

**Clients:** If you use our recruitment services as a client, we will collect your name, address and contact details, as well as information about the role for which you are recruiting.

**Candidates:** If you are a candidate, we will collect additional personal information including your CV, qualifications, career history, salary expectations and location. This information will be used for recruitment purposes and will be disclosed to prospective clients only with your permission.

*CBS* retains recruitment information for five years or for fewer years on request.

#### Consultancy and other services

If you request our consultancy services or wish to enter into any other kind of business relationship with *CBS*, we will collect your name, address and other contact information. This will be used to keep in touch with you and to manage our business relationship. If you ask us to

Corrigan Business Services Limited

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provide training for you, we may collect the names and email addresses of the personnel from your organisation who attend the training.

The information we collect about clients and other business contacts is used for the following purposes, to:

- provide you with requested services, administer your account, handle payments and manage our relationship
- collate information about the different services our clients use
- develop and improve the services offered by CBS
- contact you with information about CBS and advertisers' services, unless you have indicated that you do not want to be contacted.

## **Keeping you informed**

If you sign up for our News or other services, we may use the information you provide to let you know about other services and events being run by CBS. We will ask you to indicate what you would like to receive from us. You can change your communication preferences at any time by emailing [enquiries@cbsukltd.co.uk](mailto:enquiries@cbsukltd.co.uk). You can also opt out at any time by clicking on the unsubscribe link in our emails or contacting us at the address below.

## **Legal Basis for Processing**

Some of the information we collect, for example when you sign up for News or submit a query, is provided by you and is therefore collected with your consent.

The remainder of the personal information is collected for our legitimate business interests, which include, to:

- keep in touch with current, past and prospective clients and business contacts
- provide online account management facilities
- understand how our clients interact with us and the services and information they are most interested in
- monitor use of our website and improve content and functionality; and
- exercise and defend our rights.

## **Cookies & Other Tracking Technology**

Cookies are small text files sent by a website and stored by your browser on your computer's hard drive as text files mainly, and in different places dependant on the browser. The main purpose of cookies is to streamline your use of this website. When you first visit the website, you can slide the cookie bar to set your browser to reject cookies or to notify you when a cookie is set. If you choose to reject all cookies, certain parts of this site may not function properly.

### **Cookie Control**

This site uses some unobtrusive cookies to store information on your computer.

Some cookies on this site are essential, and the site will not work as expected without them.

These cookies are set when you submit a form, login or interact with the site.

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We also use some non-essential cookies to anonymously track visitors or enhance your experience of the site. If you're not happy with this, we won't set these cookies.

To control cookies, you can also adjust your browser settings.

The use of our site is subject to the terms of our Privacy Policy.

## Sharing data with external parties

*CBS* does not rent or sell your details to third parties.

There may be times where it is necessary to share your details with other organisations for specific purposes. For example, we may share some of your information with a venue hosting one of our events to inform them of your dietary requirements. In this instance, we would make it clear that the event is being held at a hotel or conference centre, for example, before asking you to submit your information.

We may also disclose your personal information to our service providers as required for the provision of our services. Like most organisations, *CBS* uses service providers to run our website and to manage our IT systems, email distribution and printing. Some of these companies may be located in countries outside Europe. For these services, *CBS* works within the framework of Data Protection Policies of the service providers to ensure the personal information they handle is kept secure. Links to all service providers' privacy policies are below. International transfers will be subject to the contractual terms approved by the European Commission, Binding Corporate Rules or the EU-US Privacy Shield.

- 1&1 Internet based in the USA for our business website and email

<https://www.1and1.co.uk/terms-gtc/terms-privacy/>

- Jobsite based in the UK for finding candidates and advertising jobs

<https://www.jobsite.co.uk/privacy>

- LinkedIn based in the USA for business networking, finding candidates and advertising

<https://www.linkedin.com/legal/privacy-policy>

- Microsoft Corporation based in USA for Office 365, a cloud-based service that offers us computer, tablet and smartphone-based productivity services such as Outlook, Word, Excel, PowerPoint and One Drive

<https://www.microsoft.com/en-us/download/details.aspx?id=55710>

## Retention

It is important to us to keep a record of the interactions we have had with our many contacts and to understand the breadth and depth of our relationships. As a result, we may retain information about our clients and business contacts for significant periods of time for archiving and historical record-keeping purposes, as well as for the legitimate business purposes describe above.

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We take steps to check that email addresses are accurate and up-to-date, and we suppress email addresses where we receive repeated bounce-backs or error messages.

We keep contact details of people who have opted out but mark them as suppressed. So their choices are respected.

## **Security**

CBS is committed to protecting the security of your personal information and has taken measures to ensure an adequate level of security for the personal information collected through our website and held in our other systems.

## **Changes**

This privacy policy was last updated on 24 May 2018. If we decide to update this privacy policy, the changes will be posted here.

## **Your rights**

### **Marketing**

When you register with us, you are given the choice about whether or not you wish to receive communications from CBS. You can change your communication preferences at any time by email [enquiries@cbsukltd.co.uk](mailto:enquiries@cbsukltd.co.uk). You can also opt out at any time (including opting out of marketing profiling) by clicking on the unsubscribe link in our emails or contacting us at the address below.

### **Access and Correction**

You have the right to access the information held about you by CBS and, where necessary, to have it amended if it is inaccurate or out of date. We may need to ask for proof of your identity before we can respond to your request. We plan to fulfil your request within 20 days.

### **Other Rights**

You may also have other rights in relation to the personal information held about you by CBS (subject to the provisions of applicable law):

- A right to request that your personal information is deleted or marked for suppression;
- A right to object to or restrict the processing of your personal information;
- Where you have consented to the use of your personal information (e.g. by providing it voluntarily), the right to withdraw your consent.

To exercise your rights, or if you have a question about your personal information or would like to discuss any aspect of this privacy policy, please contact:

Data Protection Manager (if by e-mail, in the subject line)

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Newtown Road

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If you are not satisfied with how *CBS* uses your personal information or with our response to any request you make about your personal information, you have a right to complain to the Data Protection Authority in your country of residence. In the UK, the relevant authority is the

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

Tel: 0303 123 1113 (local rate) or 01625 545745 (national rate)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

## Disclaimer

*CBS* makes every effort to ensure that the information provided on its website is accurate. However, *CBS* cannot guarantee accuracy, and accepts no liability for any information or advice given via its website.

The information on this website does not constitute legal advice. Those seeking data protection advice should contact the offices of *CBS*.

This site is protected by copyright. If you have any questions, please contact us.

*Updated 24 May 2018 as a work in progress*

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