

Privacy and Your Personal Data

1.1 Your privacy is extremely important to us. This policy explains how we gather, define and utilise your information. For the purposes of this Privacy Policy, "we" means net-worx (2001) Ltd.

1.2 It applies to Information collected by us, or provided by you, over our Website (including the mobile optimised version of the website accessible from your portable hand-held device), or in any other way (such as over the telephone). It is also intended to assist you in making informed decisions when using our Website, and enquiring about our products and services. Please take a minute to read and understand the policy.

1.3 All your personal Information shall be held and used in accordance with the EU General Data Protection Regulation 2016/679 ("GDPR") and national laws implementing GDPR and any legislation that replaces it in whole or in part and any other legislation relating to the protection of personal data.

If you want to know what information we collect and hold about you, or to exercise any of your rights as set out in section 7 below, please write to us at the below address or via email at dpo@networxrecruitment.com

FAO: Data Protection Officer
networx
The Engine House
Ilkley Road
Otley
West Yorkshire
LS21 3JP

T:01943 467766

1.4 net-worx (2001) Ltd is the controller of your Information for the purposes of the GDPR and is a company registered under number 4278636 and whose VAT number is 780316045.

2. What Information Do We Collect on our Website?

As a visitor, you do not have to submit any personal information in order to use this Website.

The site collects only personally identifiable information that is specifically and voluntarily provided by visitors. Such information may consist of, but is not limited to, your name, email address and telephone numbers.

If you, as a visitor, choose to submit information to this Website, you agree to the use of such data in accordance with this privacy statement. Only authorised personnel have access to personally identifiable information submitted through the Website. Such employees are required to maintain the confidentiality of this sensitive data.

2.1 When you visit our Website (including the mobile optimised version of the website accessible from your portable hand-held device) you may provide us with personal information such as name, email address or mobile phone number ("Information").

You may provide us with Information in a number of ways:

a) by supplying us with the Information as listed above, on an individual basis via our contact form.

b) by corresponding with us by email, in which case we may retain the content of your email messages together with your email address and our responses;

2.2 We may collect Information about your computer, including where available your IP address, operating system, browser type and the geographical location of your computer, for system administration purposes.

3. How we use your Information

3.1 We will hold, use and disclose your Information for our legitimate business purposes to answer any queries that you raise via our contact forms.

3.2 Personal details you provide when you view videos, download whitepapers, request a demo, register for events or complete our contact form :

- Will be held on our computer systems.
- Will be used to deal with your requests.
- Will be used to satisfy legal requirements and for statistical analysis.
- Will be processed, transferred and stored by net-worx (2001) ltd

4. The legal basis for processing your information

4.1 Under GDPR, the main grounds that we rely upon in order to process your Information are the following:

a) Necessary for the purposes of legitimate interests - we will need to process your Information for the purposes of our legitimate interests, provided we have established that those interests are not overridden by your rights and freedoms, including your right to have your Information protected. Our legitimate interests include responding to requests and enquiries from you, optimising our website and customer experience, and ensuring that our operations are conducted in an appropriate and efficient manner;

b) Consent - in some circumstances, we may ask for your consent to process your Information in a particular way.

5. How we share your Information

5.1 In certain circumstances we will share your Information with other parties. Details of those parties are set out below along with the reasons for sharing it.

Trusted third parties: In order to provide certain services, we will share your information with third party service providers such as IT infrastructure companies and email logistics providers. We will not share your data with any third party where it is not necessary to do so to provide a service to you.

6. How long we hold your Information

6.1 We will only retain your Information for as long as is necessary for the purpose or purposes for which we have collected it. The criteria that we use to determine retention periods will be determined by the nature of the data and the purposes for which it is kept.

In certain circumstances, once we have deleted or anonymised your data, we may need to retain parts of it (for example, your email address), in order to comply with our obligations under GDPR or other legislation, or for fraud detection purposes.

All data submitted by you, will be stored for a **maximum period of 13 months**. After this time it will be deleted.

7. Your rights relating to your Information

7.1 You have certain rights in relation to personal information we hold about you. Details of these rights and how to exercise them are set out below. We will require evidence of your identity before we are able to act on your request.

a) Right of Access. You have the right at any time to ask us for a copy of the Information about you that we hold, and to confirm the nature of the Information and how it is used.

If you wish to review the information retained via our Website and correct any inaccuracies it may contain please email your request to: support@networxrecruitment.com.

In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

b) Right of Correction or Completion. If Information we hold about you is not accurate, or is out of date or incomplete, and requires amendment or correction you have a right to have the data rectified, updated or completed. You can let us know by contacting us at the address or email address set out above.

c) Right of Erasure. In certain circumstances, you have the right to request that Information we hold about you is erased e.g. if the Information is no longer necessary for the purposes for which it was collected or processed or our processing of the Information is based on your consent and there are no other legal grounds on which we may process the Information.

d) Right to Object to or Restrict Processing. In certain circumstances, you have the right to object to our processing of your Information by contacting us at the address or email

address set out above. For example, if we are processing your Information on the basis of our legitimate interests and there are no compelling legitimate grounds for our processing which override your rights and interests. You also have the right to object to use of your Information for direct marketing purposes.

You may also have the right to restrict our use of your Information, such as in circumstances where you have challenged the accuracy of the Information and during the period where we are verifying its accuracy.

e) Right of Data Portability. In certain instances, you have a right to receive any Information that we hold about you in a structured, commonly used and machine-readable format. You can ask us to transmit that Information to you or directly to a third party organisation.

This right exists in respect of Information that:

- you have provided to us previously; and
- is processed by us using automated means.

While we are happy for such requests to be made, we are not able to guarantee technical compatibility with a third party organisation's systems. We are also unable to comply with requests that relate to Information of others without their consent.

7.2 You can exercise any of the above rights by contacting us at the address or email address set out above. You can exercise your rights free of charge.

7.3 Most of the above rights are subject to limitations and exceptions. We will provide reasons if we are unable to comply with any request for the exercise of your rights.

8. Consent

8.1 To the extent that we are processing your Information based on your consent, you have the right to withdraw your consent at any time. You can do this by unsubscribing via the link provided in any direct marketing communication, or contacting us at the address or email address set out above.

9. Cookies

9.1 Similar to other websites, our Website uses a technology called "cookies" and web server logs to collect information about how our Website is used. A cookie is a very small text document, which often includes an anonymous unique identifier. When you visit a website, that site's computer asks your computer for permission to store this file in a part of your hard drive specifically designated for cookies.

9.2 Information gathered through cookies and web server logs may include the date and time of visits, the pages viewed, time spent at our Website, and the websites visited just before and just after our Website.

9.3 Cookies, in conjunction with our web server's log files, allow us to calculate the aggregate number of people visiting our Website and which parts of the website are most

popular. This helps us gather feedback so that we can improve our Website and better serve our customers. Cookies do not allow us to gather any personal Information about you and we do not generally store any personal Information that you provided to us in your cookies.

9.4 Please refer to our [Cookie Policy](#) for further details.

10. Website Accessibility

10.1 networkx recognises the importance of providing a website that is accessible to everyone and is easy to use. Our aim is to ensure that everyone who visits the networkx website to feel welcome and find the experience rewarding.

10.2 Website accessibility means that people with disabilities can use the Website. More specifically, Website accessibility means that people with disabilities can perceive, understand, navigate, and interact with the Website, and that they can contribute to the Website. Website accessibility also benefits others, including older people with changing abilities due to aging. (Quote from <https://www.w3.org/WAI/intro/accessibility.php>)

10.3 To help us make the networkx website a positive place for everyone, we've been using the Web Content Accessibility Guidelines (WCAG) 2.0. These guidelines explain how to make web content more accessible for people with disabilities, and user friendly for everyone.

We monitor the website regularly to maintain this, but if you do find any problems, please get in touch.

11. Information Security

We have in place reasonable commercial standards of technology and operational security to protect all information provided by visitors from loss, misuse, alteration or destruction.

12. Changes to our Privacy Policy

This privacy policy can be changed by us at any time. If we change our privacy policy in the future, we will advise you of material changes or updates to our privacy policy by email, where we are holding your email address.

13. Signing In with Google Plus, Facebook and LinkedIn

When signing in from another authorisation provider (Google Plus, Facebook or LinkedIn) you will be made aware of the information we are requesting access to. You will be able to revoke our access to this information at any time.

14. Uploading documents from Google Drive, OneDrive and Dropbox

When making an application, if you choose to provide a document from an online storage provider (Google Drive, OneDrive or Dropbox) then we will make a copy of the document at the moment you provide consent for us to do so. Once the copy has been made we will not access the document again from your online storage for that application.

15. Complaints

If you are unhappy about our use of your Information, you can contact us at the address or email address below:

dpo@networxrecruitment.com

FAO: Data Protection Officer
networx
The Engine House
Ilkley Road
Otley
West Yorkshire
LS21 3JP

T:01943 467766

You are also entitled to lodge a complaint with the UK Information Commissioner's Office using any of the below contact methods:

Telephone: 0303 123 11113

Website: <https://ico.org.uk/concerns/>

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