

This website is operated by Brightwork Limited. Our principal activity is the provision of recruitment and associated services, and we are located in the United Kingdom. Information and communication technologies play a fundamental role in our business. This privacy statement describes how we collect and use personal information about people who visit our website. By visiting this website you are accepting and consenting to the practices described in this Privacy Statement.

INFORMATION ABOUT VISITORS TO OUR WEBSITE

You can access the home page of our website, browse the site and search for job vacancies without disclosing your personal details.

We gather general information about the use of our website, such as which areas users visit most frequently and which services users access the most. We only use aggregated data which cannot identify an individual visitor to our site. This information helps us determine what is most beneficial for our users and how we can continually create a better overall experience for our users. We may share this general information within Brightwork and also with our business partners so that they too may understand how this site is used. This will help us create a better overall experience for you.

HOW WE USE YOUR PERSONAL INFORMATION

If you choose to you may apply online for a position, upload your CV or send us a contact email:

If you choose to do so, Brightwork will collect personal information about you such as your name, location and email address. If you use our facilities to supply a CV to put in our CV database, then you may also choose to provide us with details of your career history and other personal information such as address, telephone number, gender and nationality.

Your CV may contain **sensitive information** relating to (i) your racial or ethnic origin, (ii) your political opinions, (iii) your religious or philosophical beliefs, (iv) your membership of a trade union, (v) your physical or mental health, (vi) your sexual life or (vii) criminal offences committed by you or any criminal proceedings you are involved in. You do not have to provide any of this information to us. Please do not include this kind of information in your CV unless you agree that we may retain and use it for recruitment purposes in accordance with this privacy statement.

Brightwork will use your personal information to administer services in connection with this site, including your registration and any job applications or other recruitment or associated services that you request. We do not collect any other personal data through the website, nor do we use personal information collected through the website for any other purposes.

We will process your personal information fairly and lawfully, and in accordance with national data privacy laws.

WHERE YOUR PERSONAL INFORMATION IS STORED

If you choose to register, your personal information will be stored by Brightwork on our central database which is located in the United Kingdom. Your personal information will be accessed and used by Brightwork in United Kingdom.

CONSENT

By submitting your personal information, you consent to the use of your information as set out in this privacy policy.

DISCLOSING INFORMATION

Brightwork will not disclose the personal information that you provide (such as your name, address, email address, telephone number or career history), or details of your individual visits to this website, to any outside parties except:

- as necessary for job applications or other recruitment or associated services that you have requested,
- with your consent, or
- when we believe the law requires it.

However, we may record and share general information about the use of our website with our business partners, as described above.

CVS

If you provide a CV, it is your responsibility to ensure that it is accurate and kept up to date. If you provide details of a referee, it is your responsibility to ensure that the person is aware that you have forwarded his/her details and is happy for you to do so.

SECURITY

Brightwork is committed to protecting the security of your personal information. We use a variety of measures to ensure that your personal information (including the information in your CV) is protected from:

- unauthorised access
- improper use or disclosure
- unauthorised modification or alteration
- unlawful destruction or accidental loss

However, the Internet is an open system and Brightwork cannot guarantee that the personal information you submit will not be intercepted by others. You should be aware that the CVs you complete at your current place of work may be monitored by your current employer.

All our employees and agents who have access to or are involved in the processing of personal information respect the confidentiality of personal information.

Our website may include links to external websites operated by other organisations. They may collect personal information from visitors to their site. Brightwork cannot guarantee the content or privacy practices of any external websites and does not accept responsibility for those websites.

CHILDREN

We do not knowingly collect information about children. Brightwork services are directed at adults. We believe that children should get their parents' consent before giving out personal information. If you are concerned about your child's use of this website, we encourage you to use web filtering technology to supervise your child's access to the site.

COOKIES

We may use "cookies" on our website. A cookie is a small text file sent by a website and stored by your browser on your computer's hard drive. The main purpose of cookies is to streamline your use of this website. By using cookies we can keep track of your usage of the website and provide you with customised content.

You have a choice to accept or reject cookies by modifying your browser preferences. You have the choice to accept all cookies, to be notified when a cookie is set or to reject all cookies. Please note that if you choose to reject all cookies, certain parts of this site may not be available to you or may not function properly.

RETENTION

We will hold your personal information for as long as is necessary for the provision of recruitment services by us.

CHANGES TO THIS PRIVACY STATEMENT

If we decide to change our privacy commitment, we will post those changes here so that you will always know what information we gather, how we might use that information and whether we will disclose it to anyone.

YOUR RIGHTS

You have the following rights:

- a right to see the information we hold about you
- a right to have any mistakes corrected or (in certain circumstances) to have your personal information deleted
- a right to ask us to stop providing you with recruitment services

You can find out more about your rights by contacting the national Data Protection Authority. [Click here for details of how to contact the Data Protection Authority.](#)

QUERIES

If you have any questions about how your personal information is used, or if you want to access, correct or remove your personal details, please contact us at feedback@brightworkltd.com we may charge a small fee for providing access to your personal information.

Brightwork Limited registered in Scotland at Lower Ground Floor 209/211 St Vincent Street Glasgow G2 5QY registered number: SC296104