



# COOKABURRA PRIVACY POLICY

Cookaburra LTD is committed to protecting the privacy of our clients, candidates, and website visitors. This Privacy Policy outlines how we collect, use, disclose, and protect your personal information.

## 1. Information We Collect:

- **Personal Information:** We may collect personal information such as your name, contact details, resume/CV, employment history, right to work documentation, BPR (Biometric Passport Rules) data, National Insurance number, passport details, and other relevant details necessary for recruitment purposes.
- **Usage Information:** We may collect information about your interactions with our website, such as your IP address, browser type, pages visited, and other usage data.

## 2. How We Get Your Personal Information and Why We Have It:

- **Directly from You:** We may obtain personal information directly from you when you apply for a job vacancy, submit your resume/CV, or communicate with us through our website or other channels.
- **From Third Parties:** We may receive personal information from third-party sources, such as references provided by former employers or background screening agencies.
- **Legitimate Interests:** We collect and process personal information to fulfil our legitimate interests in conducting recruitment activities, assessing candidate suitability for job vacancies, and complying with legal obligations.

## 3. How We Use Your Information:

- **Recruitment Purposes:** We use your personal information to assess your suitability for job vacancies, verify your right to work, comply with BPR regulations, facilitate the recruitment process, and ensure legal compliance.
- **Website Improvement:** We use usage information to analyse trends, administer our website, and improve user experience.

## 4. Information Sharing:

- **Third-Party Service Providers:** We may share your personal information with trusted third-party service providers who assist us in conducting our business operations, such as IT support, background screening, and payment processing.
- **Legal Compliance:** We may disclose your personal information when required by law or in response to lawful requests from government authorities.

## 5. Data Security:

- We employ industry-standard security measures to protect your personal information from unauthorised access, disclosure, alteration, or destruction.
- Despite our efforts, no data transmission over the internet or electronic storage method is 100% secure, and we cannot guarantee absolute security.

## 6. ICO Registration and GDPR Compliance:

- Cookaburra LTD is registered with the Information Commissioner's Office (ICO) and complies with the General Data Protection Regulation (GDPR) and other relevant data protection laws and regulations.

## 7. Conditions for Processing and Data Retention:

- We process personal information only when necessary for the purposes outlined in this Privacy Policy and with the consent of the individual concerned.
- We retain personal information for as long as necessary to fulfil the purposes outlined in this Privacy Policy or as required by law. The retention period may vary depending on the nature of the information and legal requirements, but generally aligns with most insurance company policies.

## 8. 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 information.
- **Your right to rectification** - You have the right to ask us to rectify personal information 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 information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

## 9. How to complain

- If you have any concerns about our use of your personal information, you can make a complaint to us at [Insert your organisation's contact details for data protection queries].
- You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

## 10. Changes to this Privacy Policy:

- We reserve the right to update or modify this Privacy Policy at any time without prior notice. We encourage you to review this Privacy Policy periodically for any changes.

## 11. Contact Us:

- If you have any questions or concerns about our Privacy Policy or our data practices, please contact us at:

Cookaburra LTD  
15506558  
Flat 2, 18 Berkeley Road, N8 8RU  
07904649929  
[Inquires@cookaburra.co.uk](mailto:Inquires@cookaburra.co.uk)

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