

# Blanson Limited - Privacy Notice

## How we use your personal data

This privacy notice tells you what to expect when Blanson Limited (Blanson) collects personal data. It applies to personal data we collect about:

- People who we do business with

Most of our customers and suppliers are corporate entities but we will occasionally do business with people who are self-employed. During the course of our business activities, we will collect relevant business contact details of those we need to engage with at our customers and suppliers for the smooth running of our business relationships. If we discover that your personal information is no longer associated with a business, for example you have left the company, we will remove this from our database.

- Visitors to our premises

Our car parks and premises are monitored by CCTV for security purposes only. The CCTV recordings are over-written after approximately 30 days.

- Visitors to our website

When someone visits our website, we use a third party service to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow this third party service provider to make, any attempt to find out the identities of those visiting our website.

Blanson uses another third party service to help maintain the security and performance of its website. We require all third parties to respect the security of personal data and to treat it in accordance with the law. We do not allow this third party service provider to use personal data gathered as a data processor for their own purposes and only permit them to process personal data for specified purposes and in accordance with our instructions.

- People who email us

You should be aware that any emails we send or receive may not be protected in transit but we do operate other email access control policies. We monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

- Use of cookies by Blanson

Cookies are small text files (generally filled with letters and numbers) which the majority of web sites store on your computer or handheld device. These cookies are harmless and cannot cause damage to your computer. Cookies are regularly used to ensure that websites function correctly. Cookies are generally beneficial, making your interaction with websites smoother and much easier.

We do not store any personal information in these cookies at all, not even in an encrypted form. By using our site you give us consent to store cookies on your computer. If you do not wish to consent then you must either disable cookies in your browser/handheld device or refrain from using our site.

- Job applicants and employees

#### Applications

Any information provided during a job application will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information provided during the recruitment process with any third parties for marketing purposes. The information provided will be held securely by us, whether the information is in electronic or physical format.

We will use the contact details provided to us to contact applicants to progress their application. We will use the other information provided to assess an applicant's suitability for the role they have applied for.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The information we ask for is used to assess an applicant's suitability for employment. An applicant does not have to provide what we ask for but it might affect their application if they don't.

We might ask an applicant to complete tests or occupational personality profile questionnaires and/or to attend an interview. Information will be generated by the applicant and by us (eg we might take interview notes). This information will be held by Blanson.

If the applicant is unsuccessful following assessment for the position they have applied for, we may ask if they would like their details to be retained in our talent pool for a period of six months. If they say yes, we would proactively contact them should any further suitable vacancies arise.

#### Job offers

If we make a conditional offer of employment we will ask the applicant for information so that we can carry out pre-employment checks. Applicants must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the

identity of our staff, their right to work in the United Kingdom and we may seek assurance as to their trustworthiness, integrity and reliability.

## Employees

For those who become employees, we will also ask for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case they have an emergency at work

Relevant personal details will also be supplied to Blanson's pension, private medical insurance and health cash benefits providers.

## How long is the information retained for?

For successful applicants, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the campaign.

Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the campaign.

## Disclosure of personal data

In most circumstances, we will not disclose personal data without consent. However, we may share information without consent in response to a valid, legally compliant request by a competent authority, where we are required to do so by law or during an emergency where we believe physical safety is at risk.

## Your rights

You have the right to obtain access to, or copies of, your personal data and request that we rectify any errors in the data that we hold, or request that we erase your personal data. However, we are legally entitled to hold personal data in certain situations. You can also ask that we restrict the way we process your personal data or object to its processing. You can exercise these rights by contacting us at:

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