



GDPR Policy Statement

This policy explains when and why we collect personal information about people (the Data Subject) who engage at Office Owls Recruitment Limited (the Controller), how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time, so please check this page on our website occasionally to make sure you are happy with any changes. By using our service or our website, you are agreeing to our Policy.

Who are Office Owls Recruitment Limited?

Office Owls (the Controller) are a Recruitment Consultancy based in Bristol, UK. We are a clerical and office bias recruitment organisation and are based at Badminton Court, Station Road, Bristol, BS37 5HZ, 01454 808608.

We work with companies and candidates across the UK.

How do we collect information from you?

The Data Subject may have applied for a position we are advertising or contacted you via LinkedIn or either through a Job Board where you have uploaded your CV and personal data. When that contact is made, we embark on a service to you.

The Data Subject may have asked Office Owls (the Controller) to be part of your recruitment supply chain. That said we will hold your company details, incorporated certificate, VAT registered certificate etc and any other company information.

What type of information is collected from you?

The personal data we collect may include your name, telephone/mobile number, address, email address, national insurance number, date of birth and/or a copy of your CV which will include a current or previous employers name and location.

How is your information used?

We may use your information after seeking your approval for: –

Employment prospects

Interview arranging

Offer processing

Contract payroll setup

Mail marketing with our services

What rights does the Data Subject have?

You have the right to access your data that we hold on our database. Please send an email to clare@office-owls.co.uk to request your information and we will respond within 14 days.

The right for data to be deleted on request.

The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies:

the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;

The data subject withdraws consent on which the processing is based around.

the data subject objects to the processing pursuant) and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing in the first place.

Please can I also direct you to our Privacy Statement on our website for further information about data protection.