

## **General Data Protection Regulation (GDPR)**

### **Privacy Notice**

This notice is applicable to all employees employed by this company and all those otherwise engaged to work as part of the workforce of this company.

#### **How we use your information**

We process personal data relating to those we employ to work as, or are otherwise engaged to work within our workforce. We do this for employment purposes, to assist in the running of the company and/or to enable individuals to be paid.

This information is also used to:-

- (1) improve the management of the workforce;
- (2) enable the development of a comprehensive picture of the workforce;
- (3) inform the development of recruitment and retention policies.

The personal data includes identifiers such as Name, Date of Birth, Right to Work in the UK. Personal characteristics such as gender and ethnic group, qualifications and absence information.

#### **Changes to our privacy policy**

We keep our privacy policy under regular review and we will from time to time, provide any updates which are applicable.

We will not share information about you with third parties without your consent unless the law allows or requires us to.

If you would like to find out more about how we use your personal data or want to see a copy of information about you (We may make a small charge for this service) that we hold, then you should contact [communications@crownpartnership.co.uk](mailto:communications@crownpartnership.co.uk).

### **Website signups**

By 'opting-in' to our mailing list you have agreed to receive email marketing communications from us in the form of updates, offers and competitions. You are free to unsubscribe from our mailing list at any time, simply use the 'unsubscribe' button.

When signing up for our email communications via our website, we require your name and email address to ensure accuracy of delivery. We will never share or sell your personal data



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or use it for any other purposes besides email marketing. All of your data will only be stored by us online.

Your privacy is paramount to us and the removal or 'unsubscribe' of a user will be added to a suppression list, which will stop us from reaching the user's email address; this will ensure that you will not be communicated by us again until requested via an 'opt-in' form. We will guarantee that there will be no cause for objection or complaint when signing up to our email marketing list and frequency will be set at a maximum of four emails per calendar month.

## **FAQ**

The following are basic questions you may have about our privacy notice.

### **What is the GDPR?**

The GDPR is a regulation intended to strengthen and unify data protection for everyone within the European Union (EU). The GDPR requires greater openness and transparency from companies on how they collect, store and use personal data.

### **Why are we updating our privacy notice?**

We now meet the high standards required by the European Union's General Data Protection Regulation (GDPR) and have updated our privacy notice to reflect that.

### **What information do we collect about you?**

We collect your name and email address.

### **Why we need your information?**

We use data to provide you with the best experience from the products and services we offer, and to communicate with you, for example, informing you about new promotions or services.

### **How is your information used?**

We use data for the following purposes:

- Customer Service Support
- Dispute Resolution
- Communication and Marketing

### **Do you ever sell or share information to third parties?**

No. We never have. And we never will.