



OUR PEOPLE HONESTY & RESPECT PASSION PROFESSIONAL PRIDE IN WHAT WE DO FUN & PROACTIVE

## PRIVACY NOTICE (GDPR COMPLIANT)

### What information is being collected?

We collect information about you when you respond to an invitation or access our website to make an enquiry about a job vacancy or when you voluntarily submit your details on our contact form. Website usage information is collected using cookies. The information we collect includes your contact details, company name and your job title.

### Who is collecting it?

Walker Sime Limited

### How is it collected?

Walker Sime only collect personal information by lawful and fair means. We collect personal information from:

- face-to-face business meetings and telephone calls;
- business cards;
- electronic communications – for example, e-mails and attachments; forms filled out by people, including as part of acquiring a service from us;
- third parties – for example, from referrals, recruitment agencies and your representatives or agents;
- social media websites – for example, LinkedIn; and our website if you complete our contact us form or apply for a position at Walker Sime.

### Cookies and their use by Walker Sime Limited

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. Walker Sime use this information to track visitors use of our website and to compile statistical reports on website activity.

For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org). You can set your browser not to accept cookies and these websites tell you how to remove cookies from your browser.

### Why is it being collected and how will it be used?

Walker Sime collect the personal information, if you agree, that is necessary for us to provide you with the services you have requested from us; for marketing purposes and to provide you with information about services that may be of interest to you; to improve the services we provide; and to enable us to conduct our business, including meeting our legal and regulatory obligations.

You will receive communications about Walker Sime business information, industry news, and events which we think are relevant to you. You may also receive a confirmation email (when your details have been added into our database).



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**Who will it be shared with?**

We confirm that we will not share your details or release to third parties for marketing purposes. Should we have a requirement to share your details for a business related opportunity, we shall seek your approval.

**Withdrawing Consent**

You can remove consent given to us at any time. If you would rather not hear from us, simply email [admin@walkersime.co.uk](mailto:admin@walkersime.co.uk) to let us know. We will delete all of your details from our marketing database which will prevent any future contact from ourselves.

**What are your rights with regards to your personal data?**

You have the right to have personal data corrected if it is incorrect. If you think the personal data we hold on you is incorrect, simply email [admin@walkersime.co.uk](mailto:admin@walkersime.co.uk) to let us know.

You have the right to have your personal data deleted. If you want to do this, you may request this and it will be removed.

**Subject Access Rights**

You have the right of access to your data. You can request a copy of all the information that we hold about you. If you would like a copy of some or all of your personal information, please email [admin@walkersime.co.uk](mailto:admin@walkersime.co.uk) or write to us at our Head Office in Manchester.

If you are not satisfied with how we have responded to your request, you have the right to register a complaint regarding the use of your personal data to a supervisory authority at any time. The UK's supervisory authority is the Information Commissioners Office details of which can be found at [ico.org.uk](http://ico.org.uk).

**Retention periods ('Keeping Your Info..')**

We will keep your details on record for up to three years. If you would like us to delete your records at any point during this time, please contact [admin@walkersime.co.uk](mailto:admin@walkersime.co.uk).

This Privacy Notice was updated on 21st May 2018. We will always hold the most up to date Privacy Notice on our website. If we need to update this notice in the future it will be dated as such.

