

Privacy Policy

Clearview Minds Limited (“CML” or “we”, “our” or “us”) is committed to protecting the security and privacy of all personal information collected from you whilst providing a personalised service that keeps you up-to-date with issues and services that meet your individual preferences and needs. We therefore conduct our business in compliance with all applicable laws on data privacy protection and data security. This policy (together with our website terms of use) and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. By using our website and/or participating in any of the services we provide you indicate your consent to the collection and use of such information in accordance with the following Privacy Policy.

What is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) as ‘any information relating to an identifiable person who can be directly or indirectly identified through reference to an identifier’.

In other words it is any information that enables you to be identified, name, contact details but can also mean identification numbers, electronic location data and other online identifiers. What identifiers we use are detailed below

What does this mean for me?

Under the GDPR, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 11.
- b) The right to access the personal data we hold about you. Part 10 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 11 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that you can ask us for a copy of your personal data held by us to re-use with another service or business in many cases.

Information We May Collect From You

We may ask you to provide certain information when you use our website, use our services or otherwise contact us. You will know when we are collecting information intended to be kept for future use because the web page will contain a link to this privacy policy. The information collected may include:

- your name, occupation and, if appropriate, job title
- company name
- your C.V. or resume and information relating to any job application
- postal/e-mail address/telephone numbers(mobile and landline)
- details about services you specifically request, preferences and interests

- payment information
- photographs/videos
- details from documents you complete on-line including details of any qualifications, skills or experience in relation to any courses you may attend
- details of your visits to our website including but not limited to traffic data, location data, weblogs and other communication data and the resources that you access

IP Addresses And Cookies

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration. This is statistical data about our users' browsing actions and patterns and does not identify any individual.

Some websites use "cookies" which are text only strings of information that the website you are visiting transfers to the cookie file of the browser on your computer. The purpose is to identify users and to enhance the user's experience by customising web pages. A cookie will usually contain the name of the domain from which the cookie has come, an expiry date for the cookie, and a value which is usually a randomly generated unique number. However this website does not use cookies.

Uses Made of Your Information

We may use information held about you in the following ways:-

- To ensure that content from our website is presented in the most effective manner for you
- To provide you with information on services that you request from us or which we may feel may interest you but only where you have consented to be contacted for such purpose
- To respond to enquiries received from you
- To carry out our obligations in respect of any contract entered into between you and us
- To notify you of changes to our website where appropriate
- To Improve our service to you

Where We Store Your Personal Data

The information you provide us with will be held on our computers in the UK and may be accessed by or given to our staff, contractors and agents who act for us for the purposes set out in this policy or as otherwise permitted by law. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy and in accordance with our obligations under the Data Protection Act 1998, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and any amendments thereto.

This website may contain links that make it easy for users to visit other websites. If the user uses the links to leave this website and visit a website operated by a third party, we do not have any control over that website. Accordingly, we cannot be responsible for the protection and privacy of any information which you may provide while visiting such websites. In every case you should exercise caution and look at the privacy statement applicable to the website in question.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Data Retention

We will retain your data until the end of contract/services we provide, on the termination of the contract all your personal data will be destroyed and/or deleted. We will only retain your personal data for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. Where information is used for recruitment purposes we will keep all applications for six months from submission before then destroying. Should you wish us to keep in touch with you after the end of the service we will seek your permission to do so.

Sharing Your Information

We will not sell the personal information that we collect from you and will only use it for the purposes set out in this policy. However, we may disclose your personal information to service provider partners and third parties contracted by us to assist in providing services to you. Typical partners could include associates working on our behalf, psychometric testing providers and photography providers, all of which will be disclosed at the start of any service we provide. We may also disclose information to other third parties but only if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements or to protect the rights, property, or our safety, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction or to assist in any investigation into alleged illegal or criminal conduct.

Your Rights

You can choose to restrict the collection or use of your personal information. You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you before collecting your data if we intend to use it for such purposes. If you have previously not objected to us using your personal information for direct marketing purposes, you can change your mind at any time by writing to:

Clearview Minds Limited at Renfrew Cottage, 27 Love Avenue, Quarriers, Bridge of Weir
PA11 3SW above or by emailing us at info@clearviewminds.com.

Under the GDPR, you may request details of personal information that we hold about you. If you want to make a request or if you believe that any information we hold about you is incorrect or incomplete you should write to the Data Protection Officer at Clearview Minds Limited at our business address as stated above. Any information which is found to be incorrect will be corrected as soon as possible.

Social Networking

The Site may offer you the opportunity to share or follow information about us (or the Site or our services) using third party social networking functionality (such as through "share this", "like" or "follow" buttons).

We offer this functionality in order to generate interest in us, the Site and our services among the members of your social networks, and to permit you to share and follow opinions, news and recommendations about us with your friends. However, you should be aware that sharing personal or non-personal information with a social network may result in that information being collected by the social network provider or result in that information being made publicly-available, including through Internet search engines.

Please note that we do not exercise any endorse or control the policies or practices of any third party social network whose functionality you may access through the Site. You should always read the privacy policy of any social network through which you share information carefully in order to understand their specific privacy and information usage practices.

Changes

We have made changes to our privacy policy to comply with the new GDPR legislation and will continue to make changes to ensure we meet all legal requirements in the future. Any changes we make will be posted , and, where appropriate, notified to you by email.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to info@clearviewminds.com.