

Glue Reply's Privacy Statement

Privacy Policy and Data Security

Glue Reply Ltd is committed to protecting the privacy of all our site visitors. There are times when we may need information from you, for instance to correspond, in connection to a job/vacancy application. We will not disclose any information obtained via our website to third parties without your prior consent nor do we sell your details or information. You may, at any time, contact us with any queries regarding your personnel information and request to view, correct or delete your collated data. Any information attained by Glue Reply not intended for public use is sent to our internal server and stored on databases behind our firewall. This prevents sensitive information being accessed from outside Glue Reply.

Site Statistics and Marketing Use

We may disclose anonymous statistics regarding the number of visitors to our site or the origin of site users. This is purely for marketing/advertising purposes so we can collate statistics regarding how traffic enters our site. The information you provide Glue Reply may also be used by Glue Reply for marketing purposes. In relation to a job enquiry or application, which may be advertised on Glue Reply or otherwise, you may provide us with information about yourself, in the form of a curriculum vitae or resume. We may use this information throughout Glue Reply for the purpose of employment consideration or your enquiry. We will then keep this information for future consideration.

Opt-Out

We may send you information about our various services or events that we feel would be of interest to you. Only Glue Reply will send you these direct mailings. At any time you may opt-out of Glue Reply's marketing list or update your information.

Contact Us

Glue Reply is the sole operator of the Glue Reply website. If you would like to contact us regarding anything in our privacy statement please contact us at info@glueltd.com.

Data Protection Policy

Glue Reply Ltd Data Protection Notice

Glue Reply Ltd needs to collect and use certain types of information about people ("personal data") with whom it deals in order to operate and carry out its legitimate business purposes. These include employees, clients, suppliers, associates and others with whom it communicates. We may use your personal data, together with any other information, for administration, marketing, customer service, Continuous Professional Development, education, research and Internet related activities. We may also disclose your personal data to our service providers for these purposes. In addition, we may occasionally be required by law to collect and use certain types of information of this kind and of a sensitive nature, for example, to comply with the requirements of government departments. This personal data must be dealt with properly, however it is collected, recorded and used – whether on paper, in a computer, on the Internet or recorded on other material – and there are safeguards to ensure this in the Data Protection Act 1998.

Glue Reply regards the lawful and correct treatment of personal data as very important to successful operations, and to the maintenance of confidence between those with whom we deal and ourselves. We have put in place procedures to ensure that we treat personal information lawfully and correctly. To this end Glue Reply fully endorses and adheres to the eight Data Protection Principles, as laid out in the Data Protection Act 1998 and our own Data Protection Policy.

Therefore Glue Reply will, through appropriate management and the strict application of procedures and protocols:

- Observe fully the conditions regarding the fair collection and use of personal data
- Meet its legal obligations to specify the purposes for which personal data is used
- Collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or comply with any legal requirements
- Ensure that the personal data used is accurate and up to date through quality control

- Apply strict checks to determine the length of time personal data is held
- Ensure that the rights of people, about whom personal data is held, can be fully exercised under the Act. (These include: the right to be informed that processing is being undertaken, the individual's right of access to his or her personal data, the right to prevent processing in certain circumstances and the right to rectify, block or erase inaccurate information)
- Take appropriate technical and organisational security measures to safeguard personal data
- Ensure that personal data is not transferred outside the European Economic Area without suitable safeguards

In addition Glue Reply will ensure that:

- There is someone with specific responsibility for data protection in the organisation
- Everyone managing and processing personal data understands that they are contractually responsible for following good data protection practice
- Everyone managing and processing personal data is appropriately trained to do so
- Everyone managing and processing personal data is appropriately supervised
- Anybody wanting to make enquiries about processing personal data knows what to do
- Queries about processing personal data are promptly and courteously dealt with
- Methods of processing personal data are clearly described
- A regular review and audit is made of the way personal data is managed
- Methods of processing personal data are regularly assessed and evaluated
- Performance with processing personal data is regularly assessed and evaluated

We may contact you by mail, telephone, fax or e-mail to let you know about services or promotions that may be of interest to you, **unless you indicate an objection by emailing us [info@glueltd.com]**. Please indicate which methods of communication you would like to opt out of i.e. post, phone, fax or email.

We recognise your right to withdraw this permission at any time in the future and you will be given the opportunity to do so every time we send you an electronic marketing communication.

Occasionally, Glue Reply may share your contact details with organisations that are our business partners. If you **do not** wish to be contacted by these partners, **please let us know by email [info@glueltd.com]**. Please indicate which methods of communication you would like to opt out of i.e. post, phone, fax or email.

You have the right to ask for a copy of your information (for which we may charge a small fee) and to ask us to correct any inaccuracies. To make sure we follow your instructions carefully, and to improve our service to you through training of our staff, we may monitor or record communications.

When we give you personal data about another person we confirm that they have appointed Glue Reply to act for them, that, if applicable, they have consented to the processing of their personal data, (including sensitive personal data) and to the transfer of their information outside the European Economic Area and to receive on their behalf any data protection notices.

Glue Reply Ltd is registered with the Information Commissioner according to the requirements of the Data Protection Act 1998, registration number Z6411412.