



General Data Protection Regulation (GDPR)

and the

Data Protection Bill (to repeal and replace the Data Protection Act, 1998)

Privacy Notice - Commercial activities

Data Controller

Jurupa Resourcing Limited
Riverside, Mountbatten Way, Congleton, Cheshire, CW12 1DY

Person with responsibility for data protection compliance within the Company

Aaron Davies, Founding Director, who can be contacted via email at
adavies@jurupa.co

What information does Jurupa collect?

1. Jurupa Resourcing Limited (Jurupa, the Company) collects and processes personal data and information as an integral part of its wide-ranging commercial and business development activities. This Notice tells you how Jurupa manages any personal information it holds about you.
2. Jurupa is committed to meeting its data protection obligations. If you decide to give us personal information as part of establishing or maintaining a commercial and/or business relationship, this information will be held and processed by Jurupa in accordance with the General Data Protection Regulation.

As part of this, the Company recognises the proper obligations upon it to protect your privacy. The Company is also committed to being transparent about how it uses the personal information collected as part of its commercial and business development activities.

3. Jurupa collects and processes a range of information about you. This includes your name, your Company and/or employer's name, your job title, your business address, and your business contact email address, telephone numbers, and social media contact details.

4. Jurupa collects this information in a variety of ways. You may have chosen to give us the personal information because you wanted Jurupa to process a business request or search assignment for you.

These types of request often include, for example, providing you with information about the Company's products or services, or to provide a business proposal and/or quotation, or to place an order or commission a contracted assignment. You may have given us your personal information by direct contact with Jurupa, initiated by you. Alternatively, you may have given us your personal information as part of a business meeting or as part of the wide range of professional conference, networking and business referral activities that Jurupa participates in.

By the very nature of Jurupa's main commercial activity within the global IT recruitment sector, the Company undertakes its resourcing activities using a comprehensive range of process outsourcing tools and techniques. In addition to its own CRM database and advertising, Jurupa is proactive in reviewing job boards, social media channels, referral channels, and contacts made through its extensive professional networking activity. Jurupa also works closely with its retained clients to cross reference and validate potential applicants who may be known to both parties.

As part of its standard operating practice, Jurupa uses personal information about you collected from open or public sources, including the internet and social media platforms.

5. Personal information about you will be stored in a number of different places. These include the Company's CRM and associated systems and applications, the Company's email system, job boards, text and social media platforms, and the mobile telephones provided to and used by Company employees.

Why does Jurupa process personal information?

6. Jurupa offers a specialised range of business and commercial services which, if you choose to use them, will require information from you in order to work. The Company collects, controls, and processes personal information for a number of purposes, including -
 - To process information as part of entering into a commercial contract with you and/or your employing organisation, and to meet its obligations under any such contract, including payment and related financial transactions
 - To process and perform the services you have requested, including the supply of business-related information about Jurupa and the Company's range of products, services, and opportunities
 - To help the Company to create and deliver content that will be most relevant to your business needs

- To alert you to new services and other business-related information, unless you have opted-out of receiving such information
- To make on-going contact between you and Jurupa easier, by not requiring you to enter your personal information more than once
- To enable the Company to undertake standard business analysis, including charting business development trends to inform future marketing and sales plans, and to inform the future development of the Company's services

This commercial and business-related information relates to the products and services available from Jurupa.

7. Jurupa recognises and respects that personal information will only be used for the purposes for which it was supplied. The Company also recognises that you may not wish to be contacted again after the original reason for establishing contact has been fulfilled.

You can opt-out of receiving information from Jurupa at any time by contacting Aaron Davies, Founding Director, at adavies@jurupa.co You can opt-out from receiving all information from the Company, or from receiving specific categories of information designated by you.

Who has access to the information?

8. Your personal information will be shared internally with Company employed colleagues where access to the data is necessary for the performance of their job roles and the delivery of service to you.
9. Jurupa may disclose your personal information to others in connection with any legal or prospective legal proceedings, and/or in order to establish, exercise or defend the Company's legal rights.
10. Jurupa will not, without your express prior consent, provide your personal information to any third parties for the purpose of direct marketing.
11. By the very nature of the global IT recruitment sector and the work that Jurupa undertakes, the information that the Company collects may be stored and processed in, and transferred between, any of the countries in which the Company operates.

Subject to the Company's standard internal security arrangements, the information can be accessed from anywhere in the world. In all circumstances the information will be controlled and processed in accordance with the provisions of this Privacy Notice.

How does Jurupa protect data?

12. Jurupa takes very seriously the security of the personal data and information it controls and processes for commercial and business-related purposes.

The Company takes all reasonable technical and organisational precautions and measures to prevent loss, accidental destruction, misuse, alteration, or disclosure of your personal information. Jurupa uses an appropriately certified proprietary CRM system, complemented by the highest standards of cyber security provided by its use of the Cloud 365 system.

These measures also include use of a secure database, together with internal policies and systematic updating of the controls to protect personal data. These internal controls also ensure that access to personal information is restricted, and cannot be accessed other than by properly authorised persons in the proper performance of their duties with Jurupa.

All Company employees, associates, and service providers are properly briefed about the responsibility to keep your personal information secure.

Data transmission over the internet is inherently insecure. Jurupa cannot guarantee the security of data sent over the internet.

13. Jurupa does not buy or sell personal data.
14. Where the Company engages third party associates or service providers to process personal information on its behalf, such parties operate in accordance with the appropriate Jurupa control policies and arrangements. Additionally, the contract for service with such associates includes express duties of confidentiality and non-disclosure, together with an obligation to implement appropriate technical and organisational measures to ensure the security of personal data and information.

For how long does Jurupa keep personal information?

15. Jurupa will hold your personal information for the duration of your commercial and business-related contact with the Company.
16. Jurupa will hold your personal information after the end of your commercial and business-related contact with the Company for 6 years, in accordance with the UK Limitation Act. In the case of financial information, the retention period will be 6 years from the end of the financial year in which the transaction was made. After this period the information will be archived or safely destroyed.

Your individual rights and responsibilities

17. As a data subject, you have a number of rights. You can -

- Access and obtain a copy of your personal information on request
- Require the Company to change incorrect or incomplete personal information
- Require the Company to delete or stop processing your personal information eg where the information is no longer necessary for the purposes of processing
- Object to the processing of your personal information where the Company is relying on its legitimate interests as the legal ground for processing

18. If you want to exercise any of these rights, please contact Aaron Davies, Founding Director, at adavies@jurupa.co Aaron is the person with responsibility for data protection compliance within the Company.

19. The Company recognises that the personal information it holds about you is likely to change over time. You may change your employer, or your job role and contact details may change.

Jurupa will, as part of its' normal good housekeeping, undertake appropriate data up-dating and cleansing operations. However, if the personal information the Company holds about you needs to be corrected or updated, it is always helpful if you are able to promptly notify required changes via email to adavies@jurupa.co

20. If you believe that Jurupa has not complied with your data protection rights, you can complain to the Information Commissioner.