
WEBSITE PRIVACY POLICY

BACKGROUND:

This is the Privacy Notice for George Leslie Ltd issued in accordance with the General Data Protection Regulation (GDPR)

Your privacy is important to George Leslie Ltd and we respect the privacy of everyone who visits our website, www.georgeleslie.co.uk No personal data about you is retained unless you contact us (see section 5). Any personal data collected will only be used as permitted by law.

Your acceptance of our Privacy Policy is deemed to occur upon your first use of our site. If you do not accept it, you should stop using the site immediately.

1. Definitions and Interpretation

In this Policy, the undernoted definitions apply:

- “personal data”** any data that you provide via our website which relates to an identifiable person; and this definition shall incorporate definitions provided in the GDPR;
- “we/us/our”** means **George Leslie Ltd**, company number **SC251886**, registered address **Blackbyres Road, Barrhead, Glasgow, G78 1DU**.

2. Information About Us

- 2.1 Our website is owned and operated by us.
- 2.2 Our Data Protection Officer is Create Online Contract Ltd. t/a DytaPro and they can be contacted as noted in Section 9. All correspondence should be marked for the attention of the Data Protection Officer.

3. What Does This Policy Cover?

This Privacy Policy only applies to your use of our website which may contain links to other websites over which we have no control and you are advised to check their privacy policies before providing any data to them.

4. Your Rights

- 4.1 You have the following rights under the GDPR, which this Privacy Policy and our use of personal data have been designed to uphold:
- 4.1.1 The right to be informed about our collection and use of personal data;
- 4.1.2 The right of access to the personal data we hold about you (see section 8);
- 4.1.3 The right to rectification if any personal data we hold about you is inaccurate or incomplete by contacting us using the details in section 9);
- 4.1.4 The right to ask us to delete any personal data we hold about you. We only hold your personal data for a limited time, as explained in section 6; contact us (details in section 9) if you wish us to delete it sooner.
- 4.1.5 The right to restrict (i.e. prevent) the processing of your personal data;



- 4.1.6 The right to data portability (obtaining a copy of your personal data to re-use with another service or organisation);
 - 4.1.7 The right to object to us using your personal data for particular purposes; and
 - 4.1.8 Rights with respect to automated decision making and profiling.
 - 4.2 If you have any cause for complaint about our use of your personal data, contact us (refer Section 9) and we will do our best to resolve the matter. If unresolved, you have the right to lodge a complaint with the UK's Information Commissioner's Office.
 - 4.3 For further information about your rights, please contact the Information Commissioner's Office or your local Citizens Advice Bureau.
- 5. What Data Do We Collect?**
- 5.1 Subject to section 5.2, we do not collect any personal data from you. We utilise Cookies in accordance with our online Cookie Policy.
 - 5.2 If you choose to send us an email, we may collect your name, your email address, and any other information which you have chosen to give us.
- 6. How Do We Use Your Data?**
- 6.1 Any personal data collected will be processed and stored securely for no longer than is necessary for business purposes. We will comply with our obligations and safeguard your rights under the GDPR. For more details on security see section 7, below.
 - 6.2 As noted above, we do not generally collect any personal data. If you contact us and we obtain your personal details from your email, we may use them to:
 - 6.2.1 Reply to your email;
 - 6.2.2 Reply to your email in which you provided us with your CV/job application data and issue you with a copy of our CV Privacy Notice
 - 6.3 You have the right to withdraw your consent for us to use your personal data at any time and to request that we delete it.
 - 6.4 We will not share any of your data with any third parties.
- 7. How and Where Do We Store Your Data?**
- 7.1 We only retain your personal data for as long as is necessary to use it as described in section 6, or until you request us to delete it.
 - 7.2 Your data will only be stored within the European Economic Area ("the EEA") (The EEA consists of all EU member states, plus Norway, Iceland, and Liechtenstein).
 - 7.3 Data security is very important to us, and to protect your data we have taken suitable measures to safeguard and secure any data we hold about you (even if it is only your email address).
- 8. How Can You Access Your Data?**
- You may ask for a copy of any of your personal data held by us using the contact details



in section 9 and we will provide this information free of charge.

9. Contacting Us

You may contact us about our Privacy Policy, by email to mail@georgeleslie.co.uk, by telephone on 0141 881 9131, or by post to George Leslie Ltd, Blackbyres Road, Barrhead, Glasgow, G78 1DU. Please ensure that your query is clearly stated.

10. Changes to Our Privacy Policy

The Privacy Policy may be changed from time to time (for example, if the law changes). Any changes will be immediately posted on the website and you will be deemed to have accepted the terms of the Privacy Policy on your first use of the website following the alterations. We recommend that you check this page regularly if you wish to keep up-to-date.



George Leslie Ltd

CV Privacy Notice

We seek permission from you to process and store your CV/Job Application data for the period which we deem necessary for the purpose of giving your enquiry full consideration or until such time as you specifically request us to delete. At the end of said period we will delete your CV.

(Note: We do not sell data to third parties.)

Please tick the box below to expressly give us permission to store your CV/Job Application data. In the event you do not return this document with the appropriately ticked box, we will delete your CV/Job Application data within 30 days.

Tick here

Regards,

George Leslie Ltd.

