



## Lutine Bell Privacy Policy

Lutine Bell Ltd are committed to protecting and respecting your privacy, in particular we recognise our obligations under the provisions of the Data Protection Act (1998).

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

### How we use your Personal Information

The information you provide to us and on any CV given, will be used by Lutine Bell Ltd for the purpose of assessing your experience, qualifications and skills, for both current Interim assignments or permanent opportunities, and also assignments / permanent opportunities that may arise and be of potential interest to you in the future. We may also use your information to contact you by email, telephone and text message about future work opportunities as they arise.

In providing this service to you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients, however your personal data, for example CV, will not be disclosed to any client without your permission.

If you do not wish to consent to the use of your data for any of these purposes, or you wish to amend or remove your data from our database, please e-mail [administration@lutinebell.com](mailto:administration@lutinebell.com)

### Information we may collect from you

We may collect and process the following data about you:

- Information that you provide to us via email or during a telephone conversation.
  - This information may include your name, address, e-mail address, phone numbers, work and education history, full CV, eligibility to work in the UK and any other sensitive personal data provided to us as defined in the Data Protection Act 1998
  - Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.
- Information that you provide by filling in the contact us section on our website.
  - This information will include your name, e-mail address, and any additional information that you provide to us.
  - Information that has been made available on the internet via job boards and business networking business social media sites.
- On successful placement with a client, we may, or our client may request and hold copies of documentation showing your legal right to work in the UK (or the country in which you have chosen to work), proof of identity, proof of address etc.

✓  
T: +44 (0) 845 519 6070  
E: [info@lutinebell.com](mailto:info@lutinebell.com)  
W: [lutinebell.com](http://lutinebell.com)  
Company Number: 07181039

✓  
The Blacksmiths, Finches Yard  
Mill Green Road, Haywards Heath  
West Sussex  
RH16 1XQ

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- We may, (or our client may), utilise the services of a third party provider to undertake credit references, employment references and other lawful checks, where a recruitment client requests such information. None of these checks will be undertaken without your permission and you will normally be required to submit the relevant documentation / information directly to the third party provider.
- If you contact us, we may keep a record of that correspondence.
- We may also store cookies as set out in more detail below

### IP addresses and cookies

When someone visits [www.lutinebell.com](http://www.lutinebell.com) we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out information such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

### Cookies

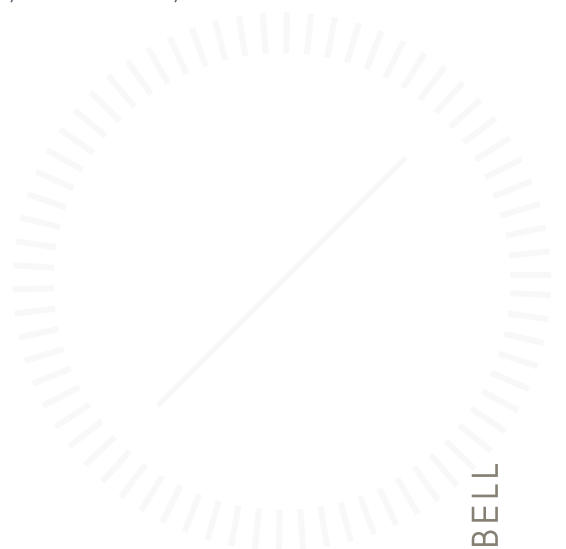
We use a technology called 'cookies' as part of a normal business procedure to track patterns of behaviour of visitors to our site. A cookie is an element of data that our website sends to your browser which is then stored on your system. You can set your browser to prevent this happening. Any information collected in this way can be used to identify you unless you change your browser settings. This website does not store any information that would, on its own, allow us to identify individual users of this service without their permission. Any cookies that may be used by this website are used either solely on a per session basis or to maintain user preferences. Cookies are not shared with any third parties.

### Where we store your Personal Data

The data that we collect from you will be transferred to our database, and stored by a third party. It may also be stored or processed by our clients and / or staff operating outside the European Economic Area ("EEA") who work for one of our clients. By submitting your personal data, you agree to this transfer, storing and processing. We endeavour to take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

✓  
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### **Data Security**

Although we will do our best to protect the storing of your personal data, the transmission of information via the internet is not completely secure and we cannot guarantee the security of your data transmitted to our site or any third party; any transmission is at your own risk.

### **Uses made of the information**

We use information held about you in the following ways:

- To provide you with information or services that you request from us or which we feel may interest you.
- To carry out our obligations arising from any contracts entered into between you and us.
- To respond to any communication or enquiries from you.
- To notify you about changes to our service.

### **Disclosure of your information**

We may disclose your personal information:

- 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 or standard terms and conditions of business and other agreements; or to protect the rights, property, or safety of Lutine Bell Ltd, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.
- Your data will not be used/disclosed to any third party for marketing purposes.

### **Changes to our Privacy Policy**

Any changes we may make to our privacy policy in the future will be posted on this page.

### **Access to personal information**

Lutine Bell Ltd tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- Give you a description of it;
- Tell you why we are holding it;
- Tell you who it could be disclosed to; and
- Let you have a copy of the information in an intelligible form.

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To make a request to Lutine Bell Ltd for any personal information we may hold you need to put the request in writing addressing it to [administration@lutinebell.com](mailto:administration@lutinebell.com) or post the request to the Administration Department at the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes, update information or delete information (in compliance with applicable law) by contacting the administration department.

**Contact Details:**

Administration Department, Lutine Bell Ltd,  
The Blacksmiths, Finches Yard,  
Mill Green Road, Haywards Heath  
RH16 1XQ  
01444 450430



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