



Westlakes Umbrella operates a privacy policy for everyone who uses this site. As a payroll business we are bound by the Data Protection Act (1998). With regard to data protection we must comply with the regulations therein which are designed to protect any information you provide for us.

At all times we will comply with the provisions of the Act and any regulations or orders that are made under this Act.

Data collection

When visiting websites certain information about you and your computer can sometimes be collected. This section explains what information Westlakes Umbrella collects and how it is used:

Registration details

When you register with us, we collect your contact and other details and these are stored on our database and used to keep in contact with you to supply you with various products, services and information you may request from time to time. We may also use this information to keep you informed of new products and services as we introduce them. Subject to the section on disclosure below, all the information you provide through the site will only be used for the company's stated business and will not be passed on or sold to any other third parties without your prior consultation and approval.

If there are any changes to our privacy policy, either for business reasons or as a result of changes in legislation, these will be posted on this page. If we view the changes to be significant we may well choose to contact you directly to advise you of such changes.

Profile and CV information

When you enter your profile information and upload your CV, it is stored in our database. Once your details are in our database, they can then be searched, viewed by our recruitment consultants.

Integrity of information

Please note that we reserve the right to remove any CV or other information that we consider to be misleading, illegal or offensive from our database.

Where we store your personal data

The data that we collect from you will only be stored on our website, and subsequently transferred to our internal database. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on our secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

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 site; 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.

Disclosure of your information

We may disclose your personal information to any member of Westlakes Umbrella, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 736 of the UK Companies Act 1985.

We may disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets
- If Westlakes Umbrella Limited are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- 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 safety of Westlakes Umbrella Limited, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Your rights

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 your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data.

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Access to information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Please request this from contact@westlakesumbrella.co.uk

Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to contact@westlakesumbrella.co.uk