

This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you.

The information below applies to personal information processed by or on behalf of all companies in the Clarkson Evans Holdings Ltd group.

Use the links below to find out more about how we use your personal information:

## WHO ARE WE?

We are Clarkson Evans Holdings Ltd which incorporates Clarkson Evans Ltd and Clarkson Evans Training Ltd. Our registered office is Meteor Business Park, Cheltenham Road East, Gloucester GL2 9QL.

For the purposes of the Data Protection Act 1998 and the General Data Protection Regulations 2018, the data controller is Clarkson Evans Holdings Ltd.

## WHAT KIND OF PERSONAL INFORMATION ABOUT YOU DO WE PROCESS?

The nature of your personal information that we process and the way we process it depends upon our relationship with you. Click on the links below to discover more.

[Job applicants](#)

[Potential job applicants](#)

[Training delegates \(non-ESFA funded\), including AM2 candidates](#)

[Training Co-ordinators \(those who book courses for others to attend\)"](#)

[ESFA funded learners](#)

[Home owners with properties under warranty](#)

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## 1 JOB APPLICANTS

### **What personal data do we process?**

When you apply for a job with Clarkson Evans Ltd or Clarkson Evans Training Ltd we will process the following data:

- Personal and contact details, such as title, full name, contact details
- Your date of birth, gender and/or age
- Your previous employment history and qualifications
- Any other information that you choose to share with us on our application form or via your CV
- What is the source of your personal information?
- Our online application form or any other information that you choose to share with us, such as your CV.

### **Why we will process your personal information?**

To assess your suitability for the role for which you have applied and to shortlist candidates. Your application will be shared internally with appropriate managers.

If your application for a particular vacancy is unsuccessful, we may also use your information to notify you of other roles which may be suitable.

### **How long is your personal information retained by us?**

If your application for employment is successful, your personal information will be kept during your employment. After your employment terminates we will retain for personal information for as long as is required by government agencies such as HMRC and for as long as it may be relevant to any formal proceedings that may be brought by any party.

If you successfully progress through our recruitment process and are then informed that there is no immediate or defined start date, we'll keep your personal information unless you notify us that you wish to be removed from our employment start 'waiting list' by emailing [HR@clarkson-evans.co.uk](mailto:HR@clarkson-evans.co.uk).

If your application for employment is unsuccessful, your personal information will be kept for a period of six months, or two years if you have provided consent for us to retain your details to be considered in relation to other possible employment opportunities.

## 2 POTENTIAL JOB APPLICANTS

As part of our recruitment programme we may meet would-be employees at careers events and job fairs who request we notify them when a suitable vacancy becomes available.

### **What personal data do we process?**

- Personal and contact details, such as title, full name, contact details
- Your date of birth, gender and/or age
- Your previous employment history and qualifications
- Any other information that you choose to share with us via your CV

### **What is the source of your personal information?**

Your CV or a speculative enquiry form

### **Why we will process your personal information?**

To notify you when a suitable vacancy is advertised.

**How long is your personal information retained by us?**

We'll keep your personal information for 12 months or until you notify us that you no longer wish to remain on our vacancy notification list (whichever is sooner).

**3 TRAINING DELEGATES (NON-ESFA FUNDED), INCLUDING AM2 CANDIDATES****What personal data do we process?**

- Personal and contact details, such as title, full name, contact details
- Your date of birth, gender and/or age, National Insurance number and any special educational needs you may have
- Courses previously completed with us

**What is the source of your personal information?**

This personal information may be supplied by you as a training delegate, or in the case of the course being booked by your employer, by a representative of your employer.

**Why we will process your personal information (including when we share it with others)?**

To provide our contractual training obligations including registering you for exams, ensuring you have the correct support to complete the training course, to notify you of the results of your training, and if you have given express permission, to make you aware of future courses that may be of interest to you.

In order for you to complete your training your personal information may be shared with the appropriate awarding organisations, for example the City & Guilds Group or EAL.

**How long is your personal information retained by us?**

Your personal information will be retained by us for the time determined by the relevant awarding organisation.

**4 TRAINING CO-ORDINATORS (THOSE WHO BOOK COURSES FOR OTHERS TO ATTEND)****What personal data do we process?**

Contact details, such as title, full name, telephone and email details

**What is the source of your personal information?**

This personal information will be supplied by you so that we can contact you when you book courses on behalf of others within your organisation.

**Why we will process your personal information?**

To fulfil our contractual training obligations with your organisation. If you have provided consent for us to do so, we may also use your personal information to send you details about courses and events which may be of interest.

**How long is your personal information retained by us?**

We'll keep your personal information for up to two years after your last course booking unless you request that we delete it by emailing [courses@clarkson-evans.co.uk](mailto:courses@clarkson-evans.co.uk).

## 5 ESFA FUNDED LEARNERS

### **What personal data do we process?**

- Personal details including name, date of birth, gender, nationality, ethnicity and residency rights
- Contact details including home address, telephone numbers, email address and emergency contacts
- Previous qualifications, employment and education history
- Medical, welfare or health conditions, including learning difficulties or disabilities
- Household information (required solely for use by the ESFA)

### **What is the source of your personal information?**

This information will be supplied by you either at the time of your apprenticeship application or on completing the induction paperwork required by the ESFA.

### **Why we will process your personal information?**

To enable us to provide you with appropriate training and support, and to meet regulatory requirements imposed by government organisations such as the ESFA.

### **How long is your personal information retained by us?**

All data collected and processed on behalf of the ESFA will be held for as long as legally required. Currently this is until at least 2030. Other data will be held for as long as necessary to fulfil our duties as a training provider.

### **ESFA Data Sharing Agreement**

This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners at Clarkson Evans Training that their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies or organisations. For the purpose of relevant data protection legislation, the DfE is the data controller for the personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including the Apprenticeships, Skills Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and an individual learning plan (ILP). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and wellbeing related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

## 6 HOME OWNERS WITH PROPERTIES UNDER WARRANTY

### **What personal data do we process?**

Contact details, such as title, full name, address, telephone and email details

### **What is the source of your personal information?**

The information we hold is supplied by your house builder who is the Data Controller. This is in order for remedial works to be carried out or for warranty purposes. In this case Clarkson Evans is acting as the Data Processor.

This data held may be supplemented by details which you provide to us directly when arranging remedial works or service visits.

### **Why we process your personal information?**

We will process this data to fulfil our warranty obligations to maintain the electrical or alarm installations in your home for the duration of the specified warranty, and so that we can contact you if a customer care appointment needs to be arranged.

### **How long is your personal information retained by us?**

For seven years as we are required by your home builder (The Data Controller) to fulfil our contractual obligations.

## 7 HOME OWNERS WITH INTRUDER ALARM CONTRACTS

### **What personal data do we process?**

Contact details, such as title, full name, address, telephone and email details

### **What is the source of your personal information?**

You will supply this information to us when you enter into a contractual arrangement with us to maintain your intruder alarm.

### **Why we will process your personal information?**

So we can fulfil our contractual obligations and provide the range of services associated with our intruder alarm maintenance contract including annual servicing visits and emergency call-out.

### **How long is your personal information retained by us?**

Your personal information will be retained for seven years after the warranty contract expires.

## 8 HOME OWNERS WHO REGISTER THEIR ALARMS WITH US

### **What personal data do we process?**

Contact details, such as title, full name, address, telephone and email details

### **What is the source of your personal information?**

You will supply this information to us when you register your alarm with us

### **Why we will process your personal information?**

So we can notify you when your housebuilder intruder alarm warranty expires and you may wish to enter into a maintenance contract with us.

### **How long is your personal information retained by us?**

Your personal information will be retained for seven years after the housebuilder warranty contract expires.

## 9 HOUSEBUILDER EMPLOYEES, CONTRACTORS AND SUPPLIERS

### **What personal data do we process?**

Contact details, such as title, full name, address, telephone and email details

### **What is the source of your personal information?**

You or your employer will supply this information to us when you become a customer or supplier and enter into a contractual relationship with us

### **Why we will process your personal information?**

To fulfil our contractual obligations.

### **How long is your personal information retained by us?**

For as long as we have reasonable business needs, such as managing our relationship with you and managing our operations.

For as long as we provide services to you and then for a suitable period afterwards to allow for any formal proceedings or regulatory requirements.

## 10 VISITORS TO OUR WEBSITE

If you choose to complete and submit a contact form on our website, or make a request for specific information, we will use the personal data you enter to provide you with the information you requested. Your personal data will not be retained after we have supplied the information you requested, unless the nature of our relationship with you corresponds with one of the other categories in this privacy statement, in which case the data retention period will be as outlined for that category.

## 11 LINKS TO OTHER SITES

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and they are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## 12 ACCESS TO INFORMATION

The General Data Protection Regulations (GDPR) gives you the right to access information held about you. To request a copy of the personal data we hold about you please email [privacy@clarksonevans.co.uk](mailto:privacy@clarksonevans.co.uk) or write to Data Controller, Clarkson Evans Ltd, Meteor Business Park, Cheltenham Road East, Gloucester GL2 9QL

## 13 HOW AND WHEN CAN YOU WITHDRAW YOUR CONSENT?

Where we're relying upon your consent to process personal data and there is no other lawful reason for us to process it, you can withdraw this at any time by contacting us at [privacy@clarksonevans.co.uk](mailto:privacy@clarksonevans.co.uk)

## 14 WHAT ARE YOUR RIGHTS UNDER DATA PROTECTION LAWS?

Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances.

The right to be informed about the processing of your personal information

The right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed

The right to object to processing of your personal information

The right to restrict processing of your personal information

The right to have your personal information erased (the "right to be forgotten")

The right to request access to your personal information and to obtain information about how we process it

The right to move, copy or transfer your personal information ("data portability")

You have the right to complain to the Information Commissioner's Office which enforces data protection laws: <https://ico.org.uk/>. You can contact us using the details below.

## 15 HOW TO CONTACT US

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [privacy@clarkson-evans.co.uk](mailto:privacy@clarkson-evans.co.uk)

## 16 CHANGES TO OUR PRIVACY POLICY

We may change this privacy notice from time to time by updating this page to reflect changes in the law and/or our privacy practices. We encourage you to check this privacy notice for changes whenever you visit our website – <https://www.clarkson-evans.co.uk>

This policy was last amended on 1 May 2018.