

Dowds Group Privacy Policy

Privacy Protection

At Dowds Group we take your privacy seriously and we are committed to protecting your personal data. This Privacy Notice sets out how Dowds Group uses and protects the personal data it collects and processes through your use of our websites and when you use our services. Dowds Group is the controller of the personal data you submit to us and responsible for your personal data under applicable data protection law.

Dowds Group may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes

Personal Data We Collect

Generally, you can browse this website without disclosing any personal information about yourself. We collect and store information that is automatically recognised when you visit the Dowds Group website to read or download information. For example, the date and time, the originating IP address, the domain name, the type of browser and operating system used (if provided by the browser), the URL of the referring page (if provided by the browser), the object requested and the completion status of the request.

Providing personal information on the Dowds Group website is optional, if you decide not to provide personal information, you can still use the website.

We collect the personal data relating to employment and general enquiries via forms on the website. This includes contact details (Name, Address, Email Address, Telephone &/or Mobile Number), employment history, qualifications and/or CVs.

We do not collect your data for any direct marketing purposes. We will not sell, distribute or lease your personal information to third parties.

What we do with the information we gather

The data will only be used to process your employment application, or respond to your enquiry.

In regard to employment applications, successful candidate's data will be held under the company's General Data Protection Policy details of which will be made available upon the offer of employment. Unsuccessful candidate's data will be held of a period of 12 months where upon it will be confidentially destroyed.

For general enquiries we will only hold your information for correspondence purposes and will appropriately dispose of it once your enquiry has been brought to a satisfactory conclusion.

Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use cookies to identify which pages are being used. This helps us monitor data about web page traffic and helps us provide you with a better website. We only use this information for statistical analysis purposes at an aggregate level to help us understand trends and patterns. This information is

not reviewed at an individual level. If you do not want any transaction details used in this manner, you can disable your cookies.

Your Rights

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to 2-4 Milltown Road, Ballymoney, Co Antrim, BT53 6LE. We will ask you to provide proof of your identity before we respond to such requests. We reserve the right to refuse to send you, amend or delete the personal data if you are not able to provide proof of identity.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

You also have the right to complain to a supervisory authority (the Information Commissioner's Office).

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. In addition, we have in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Links to other websites

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 such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Privacy Support

If you have any enquiries about our Privacy Notice, including any requests to exercise your legal rights, please contact: hr@dowdsgroup.com