

Privacy notice

This privacy notice tells you what to expect when Compleat Conference Company Ltd (a company registered in England and Wales, at Lancaster Court, 8 Barnes Wallis Road, Fareham, Hampshire, PO15 5TU, number 05192936) collects personal information.

It applies to information we collect about:

- visitors to our websites;
- people who contact us via social media;
- people who email us;
- people who register for events that we manage;
- people who become members of associations we manage; and
- job applicants and our current and former employees.

Topics

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1. The information we collect about you and how we use it

Visitors to our website

When someone visits <https://www.compleatconference.co.uk> 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 things 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. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Use of cookies

You can read more about how we use cookies on our [Cookies page](#).

Links to other websites

This privacy notice does not cover the links within this site to other websites. We encourage you to read the privacy statements on the other websites you visit.

People who contact us via social media

We have LinkedIn and Twitter accounts. These organisations are data controllers in their own right and you should view their privacy information.

Here is a link to LinkedIn privacy information <https://www.linkedin.com/legal/privacy-policy>

Here is a link to Twitter privacy information <https://twitter.com/en/privacy>

People who email us

You should be aware that any emails we send or receive may not be protected in transit. We also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

People who have registered for events that we manage

We only process information to facilitate the attendance of an individual at the event and provide CPD evidence.

This processing is necessary for the purposes of our legitimate interests in running a business and providing the service, both to the event attendee and the organisation we are operating on behalf of.

In order to provide the service, we will share the information with certain third parties for example printers to print name badges and the venue for access, security and welfare purposes.

We retain your data for seven years for the purpose of CPD and financial record keeping.

Regrettably if you do not provide the required personal data you will not be given access to the venue.

People who become members of associations we manage

We only process information to facilitate membership activities.

This processing is necessary for the purposes of our legitimate interests in running a business and providing the service, both to the member and the organisation we are operating on behalf of.

In order to provide the service, we may share the information with certain third parties.

We retain your data for seven years for the purpose of financial record keeping.

Regrettably if you do not provide the required personal data you will not be given membership access.

People who use our services

The Compleat Conference Company offers various services to third party organisations. We have to hold the details of the people who have requested the service in order to provide it. However, we only use these details to provide the service the person has requested and for other closely related purposes. For example, we might use information about people to carry out a survey to find out if they are happy with the level of service they received.

Job applicants, current and former employees

The Compleat Conference Company is the data controller for the information you provide unless otherwise stated. If you have any queries about the process or how we handle your information please contact us using the details below.

What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary. We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

Application stage

Applications are managed through CV Library and Indeed together with LinkedIn and Twitter.

Here is a link to the CV Library privacy information <https://www.cv-library.co.uk/privacy>

Here is a link to the Indeed privacy information <https://www.indeed.co.uk/legal#privacy>

We also use third-party recruitment agencies. In this case the recruitment agency will provide privacy information directly.

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all of this information.

You may also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

Shortlisting

We will shortlist applications and invite shortlisted candidates to attend for an initial interview.

Assessments

We might ask you to participate in assessments; complete tests or occupational personality profile questionnaires; and/or to attend a second interview – or a combination of these.

Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by the Compleat Conference Company.

Conditional offer

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies; and
- We will contact your referees, using the details you provide in your application, directly to obtain references.

We will also ask you to share information about your health if you wish. This is to establish actions we should take in case of emergency.

If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work
- Membership of a Pension scheme – so we can send you a letter to determine if you wish to join.

Post start date

Our Code of Conduct requires all staff to declare if they have any potential conflicts of interest. If you complete a declaration, the information will be held on your personnel file. We also ask for emergency contact details for welfare purposes. These will be held on your personnel file and electronically but will only be accessible to the business directors.

Use of third parties

Data processors are third parties who may provide elements of our recruitment, bookkeeping and HR service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

Other third parties that we may use will be data controllers in their own right in which case you will need to look at the privacy information they provide to find out about how they handle personal data.

How long is the information retained for?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work and references. Emergency contact details will be disposed of at the end of your employment.

If you are unsuccessful after the second interview information generated throughout the assessment process, for example interview notes, is retained by us for 3 months. Otherwise information will be disposed of at the closure of the campaign.

How we make decisions about recruitment?

Final recruitment decisions are made by members of our recruitment team. All of the information gathered during the application process is taken into account.

2. Your rights

You have a number of rights under data protection law. Your rights are to;

- be informed about how we use your data;
- have access to your personal data;
- rectification if we hold inaccurate or incomplete information;
- erasure of your personal data in specific circumstances;
- restrict processing in certain circumstances;
- data portability, the ability to obtain and reuse your personal data; and
- to object to certain types of processing.

We have set out to demonstrate how we address your rights in this privacy notice.

More details can be found on the Information Commissioners website <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>.

3. Consent

Where you have given your consent to us processing your personal data you can withdraw it at any time by contacting us using the details below.

4. Complaints

We strive to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously.

If you think that our collection or use of information is unfair, misleading or inappropriate please bring it to our attention. We would also welcome any suggestions for improving our procedures.

You may report any concerns regarding the way in which we have processed your personal data to the Information Commissioner on 0303 123 1113 or by using this link

<https://www.ico.org.uk/concerns>.

5. Access to personal information

If you would like to know what information we hold about you please make a 'subject access request' using the contact details below. 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.

You also have a right to obtain a copy of your personal data for re use and we will supply this in a CSV file if you ask us to.

If we do hold information about you, please notify us if any of it has changed or is incorrect, we will be happy to update this for you.

In certain circumstances you have a right to the erasure of your personal data or to restrict processing. If you want to exercise this right please contact us using the details below.

6. Disclosure of personal information

In many circumstances we will not disclose personal data without consent. However, we may need to provide certain third-party organisations with your information in order to provide our services (for example a courier who will deliver goods to you). We will only provide them with the information they require and will only permit them to use the information for the required purpose.

If any such third party has used your information for any other reason without your consent please notify us using the details below and we will investigate the matter.

7. Document copyright

This document was created for Compleat Conference Company by Crimson Crab Ltd, it is an infringement of copyright to make:

1. any use without the inclusion of this paragraph; or
2. any use of this document by any organisation other than Compleat Conference Company, except with the written permission of Crimson Crab Ltd; or
3. any adaptation without the written permission of Crimson Crab Ltd; or
4. any copy by a third party.

8. Changes to this privacy notice

We keep our privacy notice under regular review and it was last updated on 5th April 2018.

9. How to contact us

If you want to request information about our privacy practices you can email us info@compleatconference.co.uk or write to:

Compleat Conference Company
Lancaster Court,
8 Barnes Wallis Road,
Fareham,
Hampshire,
PO15 5TU