



PRIVACY POLICY

This privacy policy sets out how Pinnacle Consulting UK Ltd. uses and protects any information that you give Pinnacle Consulting UK Ltd. when you use this website.

Pinnacle Consulting UK Ltd. is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy policy.

Pinnacle Consulting UK Ltd. 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.

If you have any questions regarding the Policy and our privacy practices, please send an email to recruit@pinnacleconsulting.co.uk, contact us by phone on 01480 405225, or write to us at:

Pinnacle Consulting UK Ltd 1 Eaton Court, Colmworth Business Park, Eaton Socon, St. Neots, Cambs PE19 8ER.

This policy is effective from 25th May 2018.

Who are we?

Pinnacle Consulting is one of the UK's leading sales recruitment agencies for the building, construction and DIY industry, specialising in sales, marketing, management and executive appointments.

Our clients are some of the best-known manufacturers, merchants and distributors of building products and interior products in the industry.

Pinnacle Consulting is REC accredited. For further information on the REC: www.rec.uk.com

We are registered in the UK. Our company registration number is: 43 588 42

How do we collect data from you and where is it stored?

We collect information from you when you send us an email, register with us by sending us your CV, apply for a job, submit a vacancy, refer a friend, request a call back or enter one of our ad-hoc competitions.

We also collect personal data from you if you contact us via our social media sites or if your details are publically available via LinkedIn. Contact will only be made via these sites until you actively engage with us through traditional contact methods.

We also collect information offline when you contact us by telephone or meet one of our team in person.

If you contact us via email or we receive an email from you, this information is stored electronically. We have a phone record of all outgoing calls but this is not identifiable to an individual.

When candidates go through the registration process opt-in permission is obtained for their information to be stored on our database.

What type of information do we collect from you via the website?

We may collect the following information:

- Your name
- Your address
- Your email address
- Your telephone number
- CV/work history

What other type of information do we collect from you during your job search?

- Job preferences including role, geographical areas and salary
- Any other work related information you provide, for example, education or training certificates
- We also collect driving licence information – if needed for the job
- We adhere to Right to Work legislation and as such require proof of a candidates right to work in UK

We do not hold any financial information on our candidates such as bank account information.

What we do with the information we collect from you?

The above information we hold is used to provide our services to you in our capacity as an employment agency to find you suitable work and during the process of a formal job offer with the recruiting company, and to allow the process to complete the placement.

Personal data is used either by explicit request when a candidate has applied for a specific role or when a candidate asks us to find them a new position.

We will also contact candidates - by either email or telephone - who have given us their permission to hold their data, if we think a candidate would be suited to a role we are recruiting for. We do not use SMS marketing.

We may also periodically send promotional emails about available jobs, recruitment services, industry news, advice, market research, and competitions, which we think you may find interesting and help in your current job or job search. This will be done using the email address you provided on registration. You can unsubscribe to this newsletter whenever you wish.

When submitting a form or email on this website, the submitted data is sent to us. We use this data to contact you in relation to your enquiry. Access to data we collect is limited to the members of our staff and marketing agency who require that data to perform their duties.

Your data is also used internally for record keeping for the purposes of your job search.

We will not sell, distribute or lease your personal information to third parties unless we are required by law to do so.

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 traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs.

We will only use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help us provide you with a better website, by enabling us to monitor which pages visitors find most useful.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

To learn how to manage your cookies, please visit your web browser's help center. Here's a direct link to some of the main ones:

- [Chrome](#)
- [Firefox](#)
- [Safari](#)
- [Edge](#)
- [Internet Explorer](#)

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

Site Security

This website has a valid SSL Certificate. This means the information you send to this website will be private. You will notice the padlock symbol is displayed in your address bar.

Your rights

You have the right at any time to ask for a copy of the information about you that we hold. If you would like to make a request for information please email us at recruit@pinnacleconsulting.co.uk or call 01480 405225.

In addition to this right of access to the information we hold, you also have the following rights: erasure, restriction of processing, objection and data portability.

Retention of your data

Your data will be retained for no longer than is necessary.

Withdrawal of consent

If you have provided us with your consent to process your data, for the purpose of using our services and us finding you suitable work, you have the right to withdraw this at any time or opt-out of being contacted.

In order to do so you should contact us by emailing us at recruit@pinnacleconsulting.co.uk or writing to us at the below address to update your preferences for communication. You can also call us on 01480 405225.

Concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to Information Commissioners Office at <https://ico.org.uk/concerns/>.

We are registered with the ICO (Z6724590).

Please address any questions, comments and requests regarding our data processing practices to:

Natalie Matthews

Pinnacle Consulting UK Ltd

1 Eaton Court, Colmworth Business Park,
Eaton Socon, St. Neots, Cambs PE19 8ER.

www.pinnacleconsulting.co.uk