

Data Protection Statement for CG Solutions

At CG Solutions, we are committed to the protection of your personal data as it is important to us and we recognize how important it is to you. This Data Protection Statement applies to the processing of personal data by CG Solutions in its role as a controller of personal data under the General Data Protection Regulation (GDPR). Personal data includes any data about a person that enables them to be identified from that data. This Data Protection Statement explains how we collect, use, disclose, and safeguard your information when you use our services.

Whose Data Do We Have and Our Purposes for Processing It

This Data Protection Statement applies to personal data we process in relation to:

- Candidates
- Clients/Partners
- Suppliers
- Website Users

As a recruitment business, we connect those looking for a job ("Candidates") with businesses who are looking for Candidates ("Clients").

Our purposes include:

- The placing of Candidates with Clients in permanent and contract positions. A contract position is where the Candidate is supplied to a Client of CG Solutions and is engaged on a contract of, or for, service, is operating via a personal service or umbrella company, or is an employee.
- A managed service offering, where bespoke sourcing and managed recruitment solutions/services are provided to meet the Client's needs.
- Website analytics that assist us in the improvement and optimization of the Website.

Information We Collect

CG Solutions will collect personal information from you when you visit our website or apply for a role through a job board/portal. In some cases, we may be required to use your data for the purpose of investigating, reporting, and detecting crime and to comply with legislation that applies to recruitment companies. We may also use your information during internal audits to demonstrate our compliance with certain industry standards.

The legal bases we rely upon to offer these services to you are:

- Your consent
- Where we or a third party have a legitimate interest
- To comply with a legal obligation that we have
- In order to take steps at your request prior to you entering into a contract.
- To fulfill a contractual obligation that we have with you.

We may also collect information, such as your IP address, browser type, and operating system, for statistical and analytical purposes.

Sharing of Personal Data

We will need to share your information in order to provide services to you. We will always ensure that any transfer of personal data is undertaken in compliance with the law and ensures that appropriate technical and organizational measures are undertaken by any processor or sub-processor.

CG Solutions, in the process of providing services to you, may share personal information with the following recipients:

- Clients & potential clients that we work with to place jobs for candidates.
- Between the companies in CG Solutions in order to provide services to Candidates and Clients.
- Third parties who carry out audits, payroll services, insurers, CG Solutions Legal advisors, IT Providers to ensure that CG Solutions' business is run according to legislation.
- Third parties providing verification services (for example, criminal record checks/ pre-employment screening services and assessments.
- Analytics and search engine providers that assist us in the improvement and optimization of the Website. This consists of information relating to the web pages visited on the Website and tracking codes from service providers like LinkedIn & Google.

Data Security

At CG Solutions, one of our guiding principles is 'Keep Everybody & Everything Safe & Secure.' We take appropriate measures to protect your personal data from unauthorized access, loss, misuse, or alteration. We use industry-standard security technologies and procedures to safeguard your information, and we regularly review

and update our security practices to ensure the confidentiality and integrity of your data.

Data Retention

CG Solutions will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may require us to keep different data for different periods of time.

Your Rights

As a data subject, you, as a user of this website or service CG Solutions provides, have the following data protection rights:

- The right to be informed about the personal data CG Solutions processes on you.
- The right of access to the personal data CG Solutions processes on you.
- The right to rectification of your personal data.
- The right to erasure of your personal data in certain circumstances.
- The right to restrict processing of your personal data.
- The right to data portability in certain circumstances.
- The right to object to the processing of your personal data that was based on a public or legitimate interest.
- The right not to be subjected to automated decision-making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to CG Solutions processing your personal data, you have the right to withdraw that consent at any time.

There may be circumstances where CG Solutions will still need to process your data for legal or official reasons. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

If you believe that any of your data that CG Solutions processes is incorrect or incomplete, please contact us using the details on the website, and we will take reasonable steps to check its accuracy and correct it where necessary. You can contact us if you want us to restrict the type or amount of data we process for you, access your personal data, or exercise any of the other rights listed above.