

# OUTKRUIT Privacy Policy

## Our contact details:

Name: Outkruit CIC

Address: Flat 5A Charleston House, Nottingham NG1 4GN

Phone Number: [\(078\) 7312 0318](tel:07873120318)

E-mail: [info@outkruit.com](mailto:info@outkruit.com)

Website: [www.outkruit.com](http://www.outkruit.com)

## The type of personal information we collect:

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, email and contact details),
- Education and work history,
- Website user stats

We also collect:

Information you have given us on an action plan, career guidance, training or application form when accessing the services we provide.

Information you have provided to set up a community account, web pages you visit and how and when you contact us.

Details of your interactions with us through consultations, for example, we collect notes from our conversations with you, details of any complaints or comments you make, or details of your satisfaction levels.

Personal details which help us to recommend areas of interest, it's always your choice whether you share your details with us for this purpose.

Information gathered by the use of cookies in your web browser.

To deliver the best possible web experience, we collect technical information about your internet connection and browser as well as the country and IP address where your computer is located and the web pages viewed during your visit. We use Google analytics so this information is aggregated.

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Providing study or training advice.
- Providing work finding/recruitment services.
- Connecting you with professionals or institutions for career development purposes.

Sometimes, we also receive personal information indirectly, from the following sources in the following scenarios:

- Training organisations, universities or other partner organisations.

We use the information that you have given us in order to provide tailored career guidance and recruitment services.

We may share this information with employers or third parties who perform functions on our behalf and provide services to us such as:

- data storage
- payroll (If completing a temporary assignment)
- professional advisors;
- working professionals in our network;
- data analytics providers;
- IT consultants carrying out testing and development work on our business technology systems;
- research and mailing houses; and/or
- service, event or function co-ordinators.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [info@outkruit.com](mailto:info@outkruit.com).**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We have a legitimate interest.**

We only receive whatever data you provide and we do this so as to better provide personalised services tailored to you.

You may choose not to share any data with us. If despite this you still require our services we will be happy to tailor services across your interests.

Of course, you're free to withdraw your consent to data sharing at any time. Our contact details are below.

## **How we store your personal information**

Your information is securely stored.

We keep your data for 6 years. We will then dispose your information by shredding of physical documents or erasure or data stored securely online.

We are committed to a sustainable earth and will not store data in physical files or folders unless we need to. All Outkruit data are stored in the cloud behind multiple layers of security.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us via email at [info@outkruit.com](mailto:info@outkruit.com) or on mobile through 07873120318 if you wish to make a request.

Please reach out to us if you would like a discussion about your data protection rights.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [info@outkruit.com](mailto:info@outkruit.com).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

We are committed to the highest level of security for your personal data.