

Privacy Policy

Introduction

This privacy policy outlines how SalesLink uses and protects any information that you provide to us. We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with this privacy statement.

Information Collection

We may collect the following information:

- Your name
- Contact information such as phone number and email address
- Demographic information such as postcode, preferences, and interests
- Any other information you provide to us that may be relevant to our business services

Methods of Collection

We collect your data in several ways:

- Phone Calls: All inbound and outbound calls to our mainline numbers are recorded.
- Email: If you email us personal information, we may keep a record of this along with any correspondence.
- Website: If you apply for a vacancy through our website, your CV and any information provided may be stored by us.
- Social media: If you contact us or provide your details via our social media pages.
- LinkedIn: We may have visibility of any public information provided on your LinkedIn profile.

Positive Opt-In

We acquire positive opt-in to use your data through:

- Phone Calls: If you give us permission to store, use, or pass on your data during a voice call.
- Email: If you give us permission to store, use, or pass on your data via an email.

Data Storage

We store your data using:

- Email
- Hard Drive Data Encryption

Information Disclosure

We will only pass on your personal information if we have your express permission to do so. We will not share your information with any other organizations for marketing, market research, or commercial purposes, and we do not pass on your details to other websites.

Your Rights

You have the right to:

- Request details of the personal information we hold about you and ask us to delete this data from our records. To do this, please make a request to us in writing, and we will action this within 7 working days.
- Request access to your personal data (commonly known as a “data subject access request”).
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing of your personal data.
- Withdraw consent at any time.

Complaints

You have the right to make a complaint at any time to the relevant supervisory authority. In the UK, this is the Information Commissioner’s Office (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.

Policy Updates

This policy was last updated on [Date]. We reserve the right to make further changes to this policy from time to time. We will always notify you in advance of any changes that involve a new use of your data that may not be compatible with the purpose for which we originally collected them.

Third-Party Links

Our websites may include links to third-party websites, plug-ins, and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.

Data Protection

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used, or accessed in an unauthorized way, altered, or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors, and other third parties who have a business need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorized use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Contact Information

If you have any questions, including any requests to exercise your legal rights, please contact Lee Lewis – lee.lewis@saleslink.uk