



## Privacy Policy

### Why do we have a privacy policy?

WendyB Ltd is committed to protecting and respecting the privacy for everyone who accesses our site. Under the Data Protection Acts of 1984 and 1998, we must comply with certain regulations that are designed to ensure that any data you provide us with is processed with due care and attention. For the purpose of the Data Protection Act 1998 (the act), the data controller is WendyB Ltd (reg address)

### What sort of data do we collect?

WendyB Ltd collects personal data about you to help in the recruitment process. This data consists of information such as your name, address, e-mail address, work and education history plus your nationality, which we are required to collect by law. We also collect information in the aggregate to provide us with a better understanding of the users of our website as a group, but which does not contain personally identifiable information.

### Why do we process this personal data?

We process this personal data as necessary to aid the recruitment process. We may also use data collected in the aggregate to help us to understand our users as a group so that we can provide you with a better service.

### Why do we collect and process sensitive personal data?

We collect and process sensitive personal data only so far as is necessary to ensure we conform with legal requirements, for example under the equality of opportunity laws. By using this website and by registering your details with us, you consent to us collecting and processing sensitive personal data supplied by you and disclosing this information to prospective employers and clients in connection with the recruitment process.

### Do we pass data to third parties?

Where necessary we may pass data to third parties that help us to process data and to prospective or intended employers or customers for the purpose of recruitment.

### Disclosure of your information

We may disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If we or substantially all of our assets are acquired by a third party, in which case personal data held by us about our customers will be one of the transferred assets.

[www.wenbee.co.uk](http://www.wenbee.co.uk)

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WendyB Ltd. Brambles, Pound Farm Lane, Ash Green, Surrey GU12 6EH.

VAT Reg: 413 7349 60. Registered in England: 3713608. 1 High Street, Knaphill, Woking, Surrey GU21 2PG.

- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use or standard terms and conditions of business and other agreements; or to protect the rights, property, or safety of WendyB Ltd, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

### **How is this data safeguarded?**

The security of your data is extremely important to us. Access to your personal data is only provided to our staff and third parties who help us to process data and, in order to help with the recruitment process, to prospective employers or customers.

### **How do we let you know if our policy changes?**

Any policy changes, either due to business reasons or future changes in legislation, will be posted on this page and, if substantial, may be promoted on the website or through e-mail notification.

### **How do you remove your name from the database?**

Under the Employment Agencies Act, WendyB Ltd is obliged to hold your data for 12 months after it was last used. After 12 months of non-usage if you do not indicate to us that you wish your details to be retained on our database, we will archive your account.

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