

## **Privacy Policy for Molloy's Engineering Surveyors Limited (MES)**

1. The purpose of this statement is to explain to you what personal information we collect and how we may use it.
2. When you contact us through our website, through advertising or directly by email or phone, we may (depending upon which service you require), ask for one or more of the following: your name, address, email, telephone and fax numbers, how many years of experience in the industry you have, relevant qualifications, job requirements, plus any other information you may volunteer to us including your Curriculum Vitae.
3. In providing our Recruitment Services, we will carry out some processing of personal data which is necessary for the purpose of our legitimate interests. Your personal information will only be used for recruitment purposes. The categories of persons with whom we may share your personal information includes: Individuals, hirers (clients) and other third parties, necessary for the provision of our Recruitment Services. We will only forward your Curriculum Vitae to a hirer (client) with your prior consent.
4. We will only store your personal details for as long as is necessary for recruitment purposes.
5. We do not sell, rent or exchange your personal information with any third party for commercial reasons.

6. We follow strict security procedures in the storage and disclosure of information which you have given us, to prevent unauthorised access in accordance with the UK data protection legislation, including GDPR. We do not collect sensitive information about you except when you specifically knowingly provide it.
  
7. You have the right to access your personal data that we hold on record, to request that your personal data is deleted, rectified or to restrict the processing of your personal data. You can do this by emailing us at:  
[info@engineering-surveyors.com](mailto:info@engineering-surveyors.com)

#### How we use your information:

This privacy notice tells you what to expect when MES collects personal information. It applies to information we collect about people who use our services, e.g. applying for a job.

Details you have provided to us are securely held by ourselves on our database. This information is only used for the purposes of searching our database to match a job enquiry we may have to your experience and CV. Often the positions within our industry are for specific projects we then hold your details for matching to future ongoing projects/jobs. You will always be contacted by MES to find out if you are interested in the job we have and with your permission we will provide your CV details to our client. Personal details including name and contact details will not be sent to the client unless otherwise authorised by yourself.