

## PRIVACY STATEMENT - WEBSITE

This website is maintained by Northfox Facilities Services Ltd. Northfox respects the right to privacy and doesn't collect personal information on our website without clear and explicit permission.

Any personal information which is volunteered will be treated securely and confidentially in accordance with the Data Protection Acts 1988-2018 and the General Data Protection Regulation (GDPR).

This statement relates to our privacy practices in connection with this website.

- We capture and store data submitted in relation to a job application only.
- We use cookies to enhance the use of our website.

### Cookies:

We use Essential Cookies only. These are placed automatically on a user's device whenever they access the website or perform specific actions. These cookies are necessary for our website to function correctly and enhance site navigation. Your permission was requested to use these cookies when you entered our website.

### Data we store:

**Job Applicants.** When applying for a job we collect, store, and use your personal data included on your submitted job application and CV. We may also ask for references from previous employers with your consent, and in compliance with current law and regulations. We use publicly available data relating to your professional profile.

**Purposes of the processing.** Processing your personal data is carried out exclusively to evaluate your profile and professional skills as part of Northfox personnel selection process. If Northfox shares your CV data with our clients to gain their authorisation to work with you, we will obtain your consent before sharing this data and may delete or make anonymous personal data that are unnecessary for the above purposes.

**Storage of Data.** We maintain appropriate security and organizational measures to ensure it is appropriate to the risk of unauthorized access and unauthorized disclosure of personal data transmitted, stored, or processed.

**Data Retention Period.** Your data which is stored in the website's database on the hosts server is automatically deleted after 6 months. Your data which is stored in Northfox candidate database will be manually deleted after 12 months. We may ask for your consent to store your information for longer.

### Your Rights:

You have certain rights available to you in relation to your data. These rights are outlined below and can be exercised by contacting the Data Protection Officer, indicating which right(s) you wish to exercise:

1	Right to be informed and the right of access;	5	Right to data portability;
2	Right to rectification;	6	Right to object to processing;
3	Right to erasure;	7	Right to restrict processing;
4	Rights in relation to automated decision making and profiling.		

Data Protection Officer: Please email [info@northfoxfs.com](mailto:info@northfoxfs.com)

Or by post: Data Protection, Upper Annagh, Clonmany, Co. Donegal, Ireland. F93 HT26.

#### Registered Office:

Upper Annagh  
Clonmany  
Co. Donegal  
F93 HT26  
Ireland

