# Careerframe Ltd – Website Privacy Policy (UK)

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## Introduction

Welcome to **Careerframe Ltd’s** privacy policy.  
Careerframe Ltd respects your privacy and is committed to protecting your personal data. This privacy policy explains how we look after your personal data when you visit our website and informs you about your privacy rights and how the law protects you.

This privacy policy is provided in a layered format so you can click through to the specific areas set out above. Please also use the Glossary to understand the meaning of some of the terms used.

## 1. Important information and who we are

### Purpose of this privacy policy

This privacy policy gives you information on how Careerframe Ltd collects and processes your personal data through your use of this website, including any data you may provide when you sign up for our newsletter, purchase a product or service, take part in a competition, or otherwise interact with us.

This website is not intended for children, and we do not knowingly collect data relating to children.

Please read this privacy policy together with any other notices we may provide so you are fully aware of how and why we use your data.

### Controller

Careerframe Ltd is the controller and responsible for your personal data (collectively referred to as “Careerframe Ltd,” “we,” “us,” or “our” in this policy).

We have appointed a Data Privacy Manager who is responsible for overseeing questions in relation to this privacy policy.

### Contact details

* **Data Privacy Manager:** Arron McWilliam
* **Email address:** Arron@careerframe.co.uk
* **Postal address:** Porch Cottage, Ruyton XI Towns, Shrewsbury, Shropshire, SY41LR
* **Phone number:** 07814045878

You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK regulator for data protection (www.ico.org.uk). However, we would appreciate the chance to address your concerns before you contact the ICO.

### Changes to the privacy policy

We keep our privacy policy under regular review. This version was last updated on: **05/07/2025.**

Please keep us informed if your personal data changes during your relationship with us.

### Third-party links

Our website may include links to third-party websites, plug-ins, and applications. Clicking on those links may allow third parties to collect or share data about you. We are not responsible for their privacy statements and encourage you to read their policies.

## 2. The data we collect about you

We may collect, use, store and transfer different kinds of personal data about you including:

* Identity Data
* Contact Data
* Financial Data
* Transaction Data
* Technical Data
* Profile Data
* Usage Data
* Marketing and Communications Data

We also collect and use Aggregated Data for statistical purposes. We do not collect any Special Categories of Personal Data.

If you fail to provide personal data when requested, we may not be able to perform the contract we have with you.

## 3. How is your personal data collected?

We use different methods including:

* Direct interactions
* Automated technologies or interactions (e.g. cookies)
* Third parties or publicly available sources

## 4. How we use your personal data

We will only use your personal data when legally allowed, such as:

* To perform a contract
* Where necessary for legitimate interests
* To comply with a legal obligation

We will get your consent before sending third-party direct marketing communications. You can withdraw consent at any time.

## 5. Disclosures of your personal data

We may share your personal data with:

* Internal and External Third Parties (if applicable)
* HMRC, regulators and other authorities
* Successors in the event of a business sale or merger

**We currently do not use any specific third-party processors.**

We require all third parties to respect the security of your data and use it only as instructed.

## 6. International transfers

We do not transfer your personal data outside the UK.

## 7. Data security

We have appropriate security measures to prevent your data from being accidentally lost, used or accessed in an unauthorised way, altered, or disclosed. Access to your data is limited to those with a business need to know.

## 8. Data retention

We will only keep your personal data as long as necessary to fulfil the purposes we collected it for, including for legal and regulatory purposes. We may retain basic customer information for six years for tax purposes.

## 9. Your legal rights

You have rights under data protection law to:

* Request access
* Request correction
* Request erasure
* Object to processing
* Request restriction of processing
* Request transfer
* Withdraw consent

You will not usually have to pay a fee to exercise your rights. We may need to confirm your identity before fulfilling your request.

## 10. Glossary

**Lawful Basis:** - **Legitimate Interest:** Careerframe Ltd’s interest in conducting and managing its business. - **Performance of Contract:** Necessary to perform a contract with you. - **Comply with a legal obligation:** Necessary to comply with the law.

**Third Parties:** - Internal: Any internal staff or business units as necessary. - External: None currently contracted.

If you have any questions about this policy, please contact Arron McWilliam at Arron@careerframe.co.uk or call 07814045878.