



Website Privacy Policy

Document History:

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This document is approved and authorised for application within McGinley Group only.

Signed  **Colm McGinley, CEO**

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PURPOSE

This privacy policy sets out how McGinley Group uses and protects any information that you give McGinley Group when you use this website.

SCOPE

The scope covers all information provided when using this website.

1. Introduction

McGinley Group will collect the personal details that you provide to us on our website for the purposes of providing you with services and/or information. In providing such services and/or information to you we will only use your personal data in accordance with the terms of this policy.

2. Information Collection & Use

McGinley Group collects information from our users at several different points on our website. McGinley Group is the sole owner of the information collected on this site. We will not sell, share, or rent this information to others.

3. Registration

McGinley Group request information from you on our online registration forms. Here you must provide contact information and information regarding the type of work you are seeking and your skills, qualifications and experience. This information is used to enable us to provide you with work-finding services. If we have trouble processing your application, this contact information is used to get in touch with you.

4. Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

5. Log Files

We use IP addresses to analyse trends, administer the site, track users' movements, and to gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

6. Sharing

We may share aggregated demographic information with our clients. This is not linked to any personal information that can identify any individual person.

7. Overseas Transfers

McGinley Group may transfer the information you provide to countries outside the European Economic Area ("EEA") that do not have similar protections in place regarding your data and restrictions on its use as set out in this policy. However, we will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein. By submitting your information, you consent to these transfers for the purposes specified above.

8. Sale of Business

If a McGinley Group business is sold or integrated with another business your details may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business.

9. Links

This website may contain links to other external websites. Please be aware that the Company is not responsible for the privacy practices of such other sites. We encourage you to be aware of this when you leave our site and to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by the McGinley Group website.

10. Security

The Company takes every precaution to protect our users' information. Only employees who need the information to perform a specific job (for example, our consultants or marketing department) are granted access to your information.

The Company uses all reasonable efforts to safeguard your personal information. However, you should be aware that the use of the Internet is not entirely secure and for this reason the Company cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the Internet.

11. Correction/Updating Personal Information

If your personally identifiable information changes (such as office address), we will endeavour to provide a way to correct, update or remove the personal data provided to us. This can be done by emailing: compliance@mcginleygroup.co.uk.

12. Notification of Changes

If McGinley Group decide to change our privacy policy, we will post those changes on our homepage so our users are always aware of what information we collect, how we use it, and under circumstances, if any, we disclose it. If at any point, we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

13. Complaints or Queries

McGinley Group tries to meet the highest standards when collecting and using personal information. We take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

If you wish to complain about this policy or any of the procedures set out in it please contact: compliance@mcginleygroup.co.uk.