



built by us

BBU | Privacy Policy

Privacy Policy for Built By Us Limited

Built By Us Limited (Registered in England and Wales 09719053) ("Built By Us" "BBU") is committed to protecting the privacy of our candidates, volunteers, clients and users of our website. We want to provide a safe and secure user experience. We will ensure that the information you submit to us via our website or through our office is only used for the purposes set out in this policy.

The Information We Collect and How We Use It

Built By Us may collect your personal details, including but not limited to your name and contact details (together with your e-mail address) and other relevant information from your CV. On occasions this may also include - sensitive personal information such as details of criminal convictions and ethnic origin. This information is held, used and disclosed by us as follows:

1. to provide our services to you;
2. to maintain our business relationship, where you are a user of our website, a client or candidate;
3. to enable you to submit your CV for general applications, to apply for specific jobs or volunteering roles. Please see the separate section on your CV below which outlines additional uses and disclosures;
4. to match your details with job, training and work experience opportunities, to assist us in finding a position that is most suitable for you and to send your personal information (including sensitive personal information) to clients in order to apply for jobs;
5. to answer your enquiries;
6. to direct-market opportunities and services, advise you of news and industry updates, events, promotions and competitions, reports and other information. Where we do so, you will be able to unsubscribe from such communications;
7. to fulfil contractual obligations with our clients
8. to trusted third parties where we have retained them to provide services that you or our clients have requested, such as reference, qualification and criminal reference checking services (as required), verification of the details you have provided from third party sources, psychometric evaluations or skills tests. These third parties comply with similar and equally stringent undertakings of privacy and confidentiality as Built By Us;
9. to third parties who perform functions on our behalf and who also provide services to us, such as professional advisors, IT consultants carrying out testing and development work on our business technology systems, research and mailing houses and function co-ordinators. These third parties comply with similar undertakings of privacy and confidentiality as Built By Us;
10. we may also seek your consent to collect, hold, use and disclose your personal information for any other purpose not listed above.



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Curriculum vitae ("CV")

We give you the option of submitting your CV via email or electronic forms or by providing your CV to one of our consultants. You can do this either to apply for a specific advertised role or to register as a candidate, you will be then contacted regarding positions as they come up. Your CV will be stored in the Built By Us database, and will be accessible by our UK team,

You can update your CV at any time, simply by following the same procedure to submit a new CV or via email. Your old CV will be archived.

Aggregate Information about Built By Us online visitors

We gather information and statistics collectively about all visitors to our website and all of the Built By Us company websites, for example, which area users access most frequently and which services users access the most. We only use such data in the aggregate form. This information helps us determine what is most beneficial for our users and how we can continually improve our online services to create a better overall experience for our users.

Use of Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit www.aboutcookies.org or www.allaboutcookies.org

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

You have the right at any time to ask us for a copy of the information supplied by you that we hold. We may ask you to verify your identity and for more information about your request. We also have the right to charge an administrative fee for this service. Where we are legally permitted to do so, we may refuse your request and will give you reasons for doing so. If you would like to make a request for information, please contact info@builtbyus.org.uk

Other websites

Our website contains links to other websites. This privacy policy only applies to this website and www.fluidmentoring.org so when you link to other websites you should read their own privacy policies.

Internet-based transfers

Given that the Internet is a global environment, using the Internet to collect and process personal data necessarily involves the transmission of data on an international basis. Therefore, by browsing our website and communicating electronically with us, you acknowledge and agree to our processing of personal data in this way.

Changes to our Privacy Policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 25 March 2018.

Inclusion at our core

Built By Us is committed to equality, diversity and inclusion. This means that all applicants and members of staff will receive equal treatment and that we will not discriminate on grounds of gender,



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marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

As part of our commitment to equality of opportunity we may from time to time use information provided by you for the purposes of diversity monitoring. All such information will be used on an anonymised basis.

How to contact us

Please contact us if you have any question s about our privacy policy:

Email - info@builtbyus.org.uk

Write to - Built By Us Ltd, Impact Hub Brixton, 49 Brixton Station Road, London SW9 8PQ