



The Stephen James
Partnership

PRIVACY & COOKIE POLICY

PRIVACY POLICY

The purpose of this policy is to give clear indications on how The Stephen James Partnership processes your personal data when you visit the website. It also gives information with regards to the way personal data is being processed when you submit a request to be contacted by us in the "contact us" and "work with us" section of our website.

DATA PROTECTION LAWS

We process your personal data in line with UK laws and regulations, more specifically The General Data Protection Regulation that will be effective on the 25th of May 2018.

CONSENT

Where required for the purpose of processing, we will seek your consent to process.

PERSONAL DATA COLLECTED

We gather a certain amount of personal data from the website. The data that we collect is the data that you submit on the contact form in the "contact us" and "work with us" section of our website. The CV you submit to us in the work with us section may contain special categories of data pertaining to but not limited to racial origin, religious beliefs, political affiliation, health or biometric data.

DATA USAGE

The data you provide helps us understand what you are looking for from the company and it helps us understand your needs so that we can provide you with appropriate information.

The following information details how we use the data that

you have submitted to The Stephen James Partnership through the “contact us” or “work with us” forms:

- Contact you with regards to the query you have submitted
- Provide your information to 3rd parties to find an appropriate job role
- Enrol you as a client
- Offer you services and products that are appropriate with regards to your needs

THIRD PARTIES AND OVERSEAS TRANSFERS

When your personal data needs to be transferred to an overseas country that is not part of the EEA (European Economic Area), we will always ensure that there are adequate levels of protection and a similar legislation with regards to data protection. Each country might have different laws and regulations with regards to data protection, however we will always ensure that the country and/or organisation of destination always has appropriate measures in place to safeguard your data.

DATA SECURITY SAFEGUARDS

We have put in place several technical and organisational measures aimed at protecting the confidentiality, the integrity and the availability of your personal data.

All the endpoints of the company are protected with antivirus, anti-malware and firewall protection.

Encryption technology is in use to protect the integrity of the personal data we process. Encryption prevents data from being easily accessible and recoverable in the event of theft or computer misuse.

A password policy is currently in place to ensure that the data stored on our systems is only accessible to authorised personnel. The passwords are changed on a regular basis.

We regularly make backups of our data to ensure that it is readily available in the event of technical problems or disaster recovery.

YOUR RIGHTS

In order to exercise your rights, please contact Emma Graham on

Privacy@thesjp.co.uk

or St Magnus House, 3 Lower Thames Street, London, EC3R 4HD.

THE INFORMATION COMMISSIONER'S OFFICE

If you would like to learn more about the General Data Protection Regulation, you can visit the ICO's website by following this link: <https://ico.org.uk>

You can also find an overview of the GDPR following this link: **<https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>**

COOKIE POLICY

WHAT IS A "COOKIE"?

This website uses cookies. Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owner of the site.

When you visit our website for the first time, a cookie is automatically stored on your computer. This "cookie" stores information about how our website is used. The information gathered about website usage is never used to track individual user, to identify them or to profile them for marketing purposes.

The main objective of cookies is to provide us with data that we can use to improve our website in order to provide you with a better service.

WHAT COOKIES ARE IN USE ON THIS WEBSITE?

All of the following cookies are currently in use on the website. Those cookies are cookies that we have set and the other cookies are from the third parties that provide the website hosting services.

Cookies from thesjp.co.uk

- GA cookie (analytics cookie used to understand how users interact with the website)
- GAT cookie (analytics cookie used to understand how users interact with the website)
- GID cookie (similar to the GA and GAT cookie)
- Other general session and functionality cookies (please see next page)

COOKIE TYPES

Advertising cookies:

this type of cookies is used to customise ads on Google.

Analytics cookies:

this type of cookies is used by Google to understand how internet website are used. The main purpose of those cookies is to compile an analytical report to have a set of statistics about their usage.

Functionality cookies:

this type of cookies allow the website to remember choices you make and provide enhanced, more personal features. The information these cookies collect may be anonymous and they cannot track your browsing activity on other websites.

Preference cookies:

this type of cookies remember user preferences. The main purpose of those cookies is to remember any user preferences that was set such as text size and font style or set language.

Session cookies:

includes the pages and sections of the website that are being visited. The main purpose of those cookies is to understand how our website is being used, what pages are visited and the geographical locations of the users. The data collected does not contain any personal information, all the data is anonymous.

Third party cookies:

this type of cookies is used by third parties when a service is provided on a website. WIX, Google and Parastorage are third parties which place cookies.

CONSENT FOR COOKIES

When you visit our website, a pop up window appears and it will give you all the information with regards to cookies in use on our webpage. You will be asked to give your clear affirmative consent by ticking the box.

HOW TO OPT OUT?

To opt out of Google Analytics cookies, visit the following link. All the information required to opt out of Google Analytics is detailed here: <http://tools.google.com/dlpage/gaoptout>

HOW TO DELETE THE COOKIES THAT ARE STORED ON YOUR MACHINE?

If you want to delete the cookies that are already on your computer, please refer to the instructions for your file management software to locate the file or directory that stores cookies. You can also access them through your internet browser.

MOBILE DEVICES USERS

The same cookie policy applies to users who are browsing the website using a mobile device, smartphone, tablets or any other portable electronic device that enables its users to browse the internet.

ADDITIONAL INFORMATION ABOUT COOKIES

Please refer to the ICO's following page for more information about cookie policies:

<https://ico.org.uk/for-organisations/guide-to-pecr/cookies-and-similar-technologies/>

Please refer to the following page for general information about cookies and guidance on how to delete cookies that are stored on your machine:

<https://www.aboutcookies.org/>

Please refer to the following page for more information about Google Analytics:

https://www.google.com/analytics/#?modal_active=none