



## Privacy Policy

This policy details and explains how Bowden Brown use any personal information we collect when you use this website. Bowden Brown is registered as a Data Controller with the Information Commissioner's Office (number ZB361387) and complies with all relevant data protection regulations that may be in force from time to time.

### We currently collect and process the following information:

- Information you enter into forms on our site, or any files you upload, such as your CV
- We record any correspondence between you and any of our consultants
- Details of your visit to our site and the resources that you use
- Information about your computer (e.g. your IP address, browser, operating system, etc) for system administration, security and fraud prevention purposes

Under GDPR we will ensure that your personal data is processed lawfully, fairly, and transparently, without adversely affecting your rights.

### How do we use this information?

We use this information to ensure we are providing the highest possible service, and to ensure we can keep you up to date with relevant information.

### Email Communication

We would like to send you information relevant to your circumstances, and the services that we provide. You have a right at any time to stop us from contacting you. If you wish to exercise this right please contact – [enquiries@bowdenbrown.com](mailto:enquiries@bowdenbrown.com)

Candidates of Bowden Brown will continue to receive emails relating to the administration and servicing of their active engagement with us.

### Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email [enquiries@bowdenbrown.com](mailto:enquiries@bowdenbrown.com), or write to us at Bowden Brown, 19 Streatham Common North, London, SW16 3HJ. Our aim is always to ensure your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.



## Cookies

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

By continuing to use this website you are consenting to our use of Cookies and the Bowden Brown privacy policy. Should you not wish to consent to these policies, you should cease accessing this website.

## Other websites

Our website may contain links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own specific privacy policies.

## Changes to our privacy policy

We keep our privacy policy under regular review and will place any updates or changes on this page. This policy was last updated on 01/08/2022

## Contact Us

If you have any questions about this policy, or information we hold on you please contact us – [enquiries@bowdenbrown.com](mailto:enquiries@bowdenbrown.com)

If we are unable to satisfactorily deal with your request, you have the right to contact the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

ICO website: <https://www.ico.org.uk>