

Last reviewed May 2018

Cellence Privacy Statement

1. Introduction

Cellence Plus is committed to keeping your personal information secure, private, accurate and available. Whether we are in the process of finding you the right role for your needs, continuing our relationship with you once we have found that role or providing a service, your rights to privacy are our number one priority.

This privacy statement, together with any terms of use of our website and systems, explains what personal data we collect, why we collect it, what we use it for, who it is shared with and how it is kept secure. It also details how your rights to privacy are maintained, and who to contact should you have any queries about how your data is processed.

This Privacy Statement applies to the personal data of our Website Users, Candidates, Clients, Suppliers, and other people whom we may contact in order to find out more about our Candidates. For internal employees, a separate Data Protection Policy is available internally describing how employee personal data is processed.

2. Information collected via this website

We may collect personally identifiable information about you via this website ("Personal Information"). The main type of Personal Information that we may collect is contact and preference information when you register or contact us. See the section below on Careers & Recruitment for further information we may collect from you if you apply for a position with us which is advertised on this website.

We will not use your Personal Information for commercial purposes other than:

- our own internal marketing and administrative purposes; and
- responding to your specific requests for further information and/or services or products supplied by us.

We may also use any information that you provide via this website in aggregated (non-personally identifiable) form for our internal business purposes, such as generating statistics and developing marketing plans. We may also collect, store or accumulate certain non-personally identifiable information concerning your use of this website, such as information regarding which of our pages are most popular to facilitate general website administration.

We do not sell, share or transfer the Personal Information that you provide to us through this website except as set out in our Privacy Statement or which we deem necessary in our sole discretion to comply with any applicable law, regulation, legal process or governmental request.

Our automated update message services are strictly covered by an opt-in policy. You can always remove your name and details from our mailing and messaging lists. You can stop receiving automated messages either by responding to unsubscribe information in our automated messages, by removing your "saved searches" or by contacting us directly.

3. Cookies

A cookie is a text-only string of information that a website transfers to the cookie file of the browser on your computer's hard disk so that the website can remember who you are. A cookie will typically contain the name of the domain from which the cookie has come, the lifetime of the cookie, and a value, usually a randomly generated unique number. Cookies can help a website to arrange content to match your preferred interests more quickly and are used by most major websites. Cookies cannot be used by themselves to identify you. Laing O'Rourke makes use of session cookies, which remain active only for the duration of your visit to our website. We receive and store information from your interaction with this website for the purposes of analysing and managing website traffic and messaging, and to allow us to store some of your preferences and information while moving around the website. You can choose not to accept these session cookies, but may need to keep entering the same information during your visit. You can use the Help menu on the menu bar of your Internet browser to find out how to have alerts raised for new cookies or to disable cookies altogether. You can find out more about cookies by visiting the Interactive Advertising Bureau's All about cookies website.

4. Careers & Recruitment

We request personal information from applicants to any positions advertised on this website. This information is collected for the purposes of identifying candidates, and contacting them at a later date if their application is to be pursued. We may retain your details on file and notify you of any suitable new vacancies. Job applications or curriculum vitae submitted via this site may be passed for processing to Laing O'Rourke Human Resources departments. If you decide to apply for a position, you are signalling your agreement to Laing O'Rourke using, holding, processing and subsequently destroying any personal data (including sensitive data) which you supply to us for the purpose of considering your application in accordance with Laing O'Rourke recruitment procedures. Processing may involve the supply to and processing by third parties engaged by us from time to time for that purpose. We will seek to handle any personal data belonging to you (and which is within our control) responsibly, in accordance with our internal policies and in compliance with relevant legislation. It may not be possible for all applicants to receive confirmation of application and application for a position offers no guarantee of an offer of interview or employment.

How can you contact us?

You can contact us with any questions, queries or requests by writing at the following address:

Cellence,

9-15 Sackville Street,

Mayfair, London

W1S 3DJ

Or via e-mail at the following address:

enquiries@cellenceplus.com