



Global IT Technologies Group, Limited  
86-90 Paul Street  
London  
Greater London  
EC2A 4NE

Global IT Technologies Group, LLC  
7901 4<sup>th</sup> St N  
Ste 14032  
Saint Petersburg  
33702

# Data Protection Privacy Notice

Global IT Technologies Group LLC

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This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

## Who Collects the Information

Global IT Technologies Group, Limited ('Company') is a 'data controller' and gathers and uses certain information about you. Our contact details are:

Global IT Technologies Group  
86-90 Paul Street  
London  
EC2A 4NE  
0204 570 3000  
compliance@glo-it.co.uk

## Data Protection Principles

We will comply with the data protection principles as set out in our Data Protection Policy when gathering and using personal information.

## About the Information we Collect & Hold

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

## Where Information May Be Held

Information may be held at our offices, and third-party agencies, service providers, representatives and agents as described above.

## How Long We Keep Your Information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and whether you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, considering the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will only keep the recruitment information that is necessary in relation to your employment.



### **Your Rights in Respect of Your Information**

You have the right to:

1. request access to the information we hold about you at any time.
2. object to our processing of your personal data where we are processing it on the grounds of our legitimate interests, and you think that your rights and interests outweigh our own.
3. have data corrected if it is inaccurate.
4. request that we restrict the processing of any of your personal data in certain circumstances.
5. request that any of your personal data be erased in certain circumstances, such as where we are not entitled under the law to process it, or it is no longer necessary to process if for the purposes for which it was intended.

You also have the right to receive your data in a certain format so that you can transmit it to another Data Controller.

Further information about these rights can be found in our Data Protection Policy or can be provided on request. If you would like further information, or wish to exercise any of these rights, including making a request for access to your personal data, please contact our DPO, 86-90 Paul Street, London, EC2A 4NE.

### **Keeping your Personal Information Secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **How to Complain**

We hope that our Data Protection Officer can resolve any query or concern you raise about our use of your information. Please contact them at [compliance@glo-it.co.uk](mailto:compliance@glo-it.co.uk). If not, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> for further information about your rights and how to make a formal complaint.