



Privacy Policy: What categories of personal information do we process?

Generally, “**personal information**” means any information that identifies you or relates to you, except for anonymised information that cannot reasonably be linked back to you.

Below we group personal information into categories which reflect our data processing activities and, we hope, offer the reader accessible transparency.

Category of personal information	Description
account details	Username, password, and similar information.
CCTV data	Image data recorded by our CCTV.
call recording data	A recording of your calls with us.
details of your query	Information in your query, complaint, job application or other communication.
device and browser details	Information automatically provided by your device and browser including mobile device ID, internet protocol (IP) address, cookie ID, online identifiers, operating system, browser type, language, time zone setting, location and date and time of access.
engagement information	Information about your engagement with our emails and other communications or with our content on the Internet including open rates, click rates, view rates, active time spent, survey data, feedback data and similar information.
general details	Your name, date of birth, address, email, telephone number, role and employer details if you are acting in your professional capacity and similar information.
identity details	Your passport details, image, social insurance number, tax payer ID and similar information.
professional opportunity records	Your personal and professional details as business customer and other opportunity records.
preferences and interests	Information about your preferences and interests known, observed or inferred from various sources.
public data	Publicly available information about you.
special categories data	Except for health and safety, diversity monitoring or for other important reasons, we do not intentionally, as part of our business practices, collect or process information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.
third party data	Information provided by third parties about your interaction with our posts and content and 'likes' on social media platforms, such as LinkedIn, your preferences and interests received from our advertising and analytics partners, references from your previous employer, referees, membership organisations and other third parties.
usage data	Information about how you navigate and engage with our online services, features including online activity data such as downloads, clickstream data with URLs visited previously, log data, page interaction, such as scrolling, clicks, and mouse-overs, methods used to browse away from our website, information in security logs and similar information.