

## Privacy Notice

### **This section of the privacy notice is information we need to tell everybody**

This privacy notice tells you what to expect us to do with your personal information when you contact us or use one of our services

We will tell you:

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

### **Who We Are**

Cobalt Energy Ltd gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Cobalt Energy Ltd.'s registered office is at 50-54 Oswald Road, Scunthorpe, Lincolnshire DN15 7PQ and we are a company registered in England and Wales under company number 6901676. We act as the data controller when processing your data. Our data Person is Claire Bailey, who can be contacted at West Road House, 26a West Road, Buxton SK17 6HF.

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have made an enquiry to us
- You have applied for a job with us

### **Your Rights**

Under data protection law, you have rights we need to make you aware of. You have: -

- Your right of access
- Your right to rectification
- Your right to erasure
- Your right to restriction of processing
- Your right to object to processing
- Your right to data portability

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

You are not required to pay any charge for exercising your rights and we have one month to respond to you.

Please contact us at [admin@cobaltenergy.co.uk](mailto:admin@cobaltenergy.co.uk) if you wish to make a request.

### **How Long We Keep Your Data**

Cobalt Energy Ltd only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations.

### **Sharing and Disclosing Your Personal Information**

We sometimes use data processors who are third parties who provide elements of services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

We will not share your information with any third parties for the purposes of direct marketing.

### **Links to other websites**

Where we provide links to websites of other organisations, this privacy notice does not cover how that organisation processes personal information. We encourage you to read the privacy notices on the other websites you visit.

We keep our privacy notice under regular review to make sure it is up to date and accurate.

### **Lodging A Complaint**

Cobalt Energy Ltd only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint

regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

**Cobalt Energy Ltd**  
**Claire Bailey**  
**West Road House**  
**26a West Road**  
**Buxton**  
**SK17 6HF**

**Information Commissioners Office**  
<https://ico.org.uk/>

**Tel: 01298 931997**

**Email: [admin@cobaltenergy.co.uk](mailto:admin@cobaltenergy.co.uk)**

## **How you contact us**

### **By phone**

When you call our main number (01298 931997), we collect Calling Line Identification (CLI) information. This is the phone number you are calling from (if it's not withheld). We hold a log of the phone number, date, time and duration of the call, but do not audio-record the call itself. We hold this information for 30 days.

We use this number to call you back if you have asked us to do so, if your call drops, or if there is a problem with the line.

### **Visitors to our website**

#### **Analytics**

##### **Search engine**

There is no search engine on our website

##### **Security and performance**

There is no web application firewall on our website.

The website is hosted with Vidahost and traffic data is stored indefinitely

**This section of the privacy notice provides information that is specific to your reason for contacting us.**

**What to expect us to do with your personal information when you have applied for a job by sending us your CV via our website**

**Purpose and legal basis for processing**

Our purpose for processing this information is to assess your suitability for a role you have applied for. The legal basis we rely on for processing your personal data is article 6(1)(b) of the GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract.

**What will we do with the information you give us?**

We will use all the information you provide during the recruitment process to progress your application with a view to offering you an employment contract with us, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide with any third parties for marketing purposes. We will use the contact details you give us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role.

**What information do we ask for, and why?**

We do not collect more information than we need to fulfil our stated purposes and will not keep it longer than necessary.

The information we ask for is a copy of your CV and this is used to assess your suitability for employment. You do not have to provide what we ask for, but it may affect your application if you do not.

**Shortlisting**

Our HR manager and the relevant director shortlist applications for interview. The 'hiring' director will be provided with a copy of your CV.

**Conditional offer**

If we make an offer of employment, it will be conditional on you providing various types of information as detailed below: -

- We will contact your referees, using the details you provided in your CV, directly to obtain references

- proof of your qualifications – you will be asked to attend our office with original documents; we will take copies
- We will also ask you to complete a questionnaire about your health to establish your fitness to work
- bank details – to process salary payments
- emergency contact details – so we know who to contact in case you have an emergency at work

On your first day of employment we must confirm your identity and right to work in the United Kingdom. You must therefore provide: -

- proof of your identity – you will be asked to attend our office with original documents; we will take copies

### **How long is the information kept for?**

Cobalt Energy Ltd only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations.

### **Your rights**

As an individual, you have certain rights regarding your own personal data, as detailed above

### **Do we use any data processors?**

No

## **What to expect us to do with your personal information when you have made an online enquiry**

### **Purpose and legal basis for processing**

When you contact us to make an enquiry, we collect information, including your name and email address, so that we can respond to you.

### **What we need and why we need it**

We need this information from you to respond to your enquiry.

### **What we do with it**

We will forward your enquiry to the correct area of the business to be dealt with. We will also keep a record of any response. We use the information supplied to us to deal with the enquiry and any subsequent issues that may arise, and to check on the level of service we provide.

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### **Do we use any data processors?**

No