

Privacy Policy Statement

Green Frog Utilities (“GFU”) protects and respects your privacy and data. This Policy Statement is designed to tell you about our practices regarding collection, use and disclosure of information as well as how we keep it secure.

Collection of information - How do we collect information from you?

We collect information from you for different reasons:

1. When there is a business opportunity between us you may contact us directly or via a third-party agent. We may also use public records such as the Land Registry.
2. When you apply for or accept a job with us either directly or via a third-party recruitment agency or job site.
3. When you access our website, data is collected automatically.

Scope of information - What information do we collect from you?

The information we may collect, hold and process depends on the reasons outlined above.

1. With regards to business opportunities, we may collect and process the following information:
 - Your name
 - Your company
 - Your role
 - Your address
 - Your email address
 - Your telephone number
 - Your payment information
2. When you apply for a role at Green Frog Utilities we will collect and process the following information:
 - Your name
 - Your address
 - Your email address
 - Your telephone number
 - Your CV, cover letter and work history
 - Other work-related information you may provide such as education, training certificates or other relevant pieces of information
 - Your correspondence with us

If you are successful, then we will also collect and process:

- Your eligibility to work in the UK and in some cases permits and visas
- Your date of birth
- Your references
- Your terms and conditions of employment
- Your payroll, bank account details, tax and National Insurance information
- Your performance, training and disciplinary information
- Your health records
- Your absence, self-certification forms and holiday records
- Your next of kin details

3. When you access our website, we will collect and process the following information using Google Analytics:
 - Your IP address
 - Your device type
 - Your browser type and version
 - Your clickstream to, through and from our website

Use of information - How do we use the information?

1. Information relating to business opportunities may be used as follows:
 - So that we can determine if there is a suitable opportunity for us to do business together
 - So that we can put in place contractual arrangements and documentation if a role is secured
 - So that we can update you on the progress of a project you are involved with
 - So that we can keep you informed of new opportunities as they arise
 - So that we can negotiate wayleaves or easements
2. Information relating to potential, current and past employees may be used as follows:
 - So that we can compare your skills and job history with vacancies
 - So that we can coordinate interviews
 - So that we can establish that you have the right to work in the country you are applying to
 - So that we can undertake relevant security and criminal record checks as permitted bylaw
 - So that we can put in place contractual arrangements and documentation if a role is secured
 - So that we can pay you

Legal basis - What is the legal basis for processing the information?

We will rely on legitimate interest to process the information above. In order to do so we will always consider the purpose, necessity and balancing tests. Information and documentation to establish your right to work is processed by us as we are legally obliged to do so. If we do decide to proceed with a business opportunity or you are successful in securing a job with us then we will process your personal data for the purpose of entering into a contract with you.

Security - How do we hold the information and how do we keep it secure?

All of the personal data we collect and process is stored on our database and servers in the UK. Access to the data is controlled and we regularly conduct audits to monitor activity. Your data will be retained for no longer than is necessary and where there is a legitimate interest to do so.

In the unlikely event that our computer systems are compromised and there is a potential loss of confidentiality, or if personal data is taken or exposed without our consent, we will report this breach to you and take any action necessary to restore the security of your personal data.

Disclosure - Who do we share your information with?

We may share your data with other selected third-party suppliers and sub-contractors to administer a contract we have entered into with you or them, and also with our marketing consultants.

When employing you we may share your data with HM Revenue and Customs, pension scheme providers, legal advisors and other companies to undertake pre-engagement checks or to pay you.

Your rights

You have the right at any time to ask for a copy of the information about you that we hold. You may also ask for it to be amended or deleted. We may not always be able to comply with your request for erasure for specific legal reasons which, if applicable, will be notified to you at the time of your request.

If you would like to make a request for information, please email contact@greenfrogutilities.co.uk

If you have a concern about the way we are collecting, holding, or processing your data, you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.

Contact

If you have any questions, comments, or concerns about this Privacy Statement or our data processing practices please email contact@greenfrogutilities.co.uk

Links

Where www.greenfrogutilities.co.uk contains links to other websites, Green Frog Utilities is not responsible for other such sites' privacy practices or content. We encourage users to read the privacy statements of each site they link to that may collect personal data.

Changes to this Privacy Statement

Please accept this Privacy Statement as current. Green Frog Utilities reserve the right to change, modify or update this statement at any time without notice.

A handwritten signature in black ink, appearing to be "James Bourne".

James Bourne

Operations Director

Dated: 01/12/2025