

Website Privacy Policy

Who are we?

Gaia Newton Associates Limited, Company Registration Number: 09495093 (hence referred to as “GNA Group”, “GNA”, “We” or “Us”), provide Recruitment solutions for companies nationwide.

What does this policy cover?

This policy specifically documents how we attain and use information via our website.

We are committed to ensuring that your privacy and information is protected. If/Should we ever ask for any personally identifying information when using any GNA’s website(s) or online services, you can be completely assured that it will only ever be used in accordance to our privacy and cookies policy.

This policy sets out:

- The type of personal and technical data that we collect
- Cookies and how/why we use them
- How and why we collect any personal data
- Who we share your personal data with
- How long we keep your data for
- What rights you have in relation to your data

What personal data do we collect?

We collect the information that is necessary to deal with your enquiry. The contact form on our website collects: Your Name, Company, Phone, Email and any message that you leave.

Our website actively uses cookies to collect personal data and how you as a user interacts with our website(s).

What technical data do we collect?

We also use Google Analytics to log website traffic and site interaction, this data helps us track the number of visitors that each of our websites attains over a monthly period and how said users interact with our websites.

How do we collect personal data?

We collect personal data directly from you, this happens when you fill out the contact form directly on our website.

Sometimes we may be passed details by recommendation or word of mouth, your details may be passed to us from a mutual contact where there is a genuine expression of interest in our services.

Cookies

When you visit a GNA website(s), GNA make use of “cookie technology” to try and make the user experience of the website personalised, simple and meaningful.

Cookies are small snippets of information which are issued to your computer/system when you visit a website. Cookies store and often track information about how you use and interact with a website.

Most of the cookies that GNA use will last for the duration of your web session and will expire once you exit the site. Other cookies are in place to remember you and how you interacted with our site if you were to return.

Some of the cookies on our site are provided by third party tools that are used to deliver services on our behalf.

Please be aware by blocking access or deleting cookies used on GNA website(s) you may be limiting the functionality and user friendliness of our websites, and such will not get the full experience of using one of our websites.

We have documented the types of internal and 3rd party cookies that we use on our websites.

Cookie	Name	Purpose / Description	Session Cookie?	Expiry
Cookie Consent	ccShowCookieIcon	Once a user has been informed about cookies a cookie is stored to track that you have seen the message, and it won't be shown again.	Yes	N/A
Google Analytics	_ga	Used to distinguish users.	No	2 Years
	_gat	This cookie is a part of Google Analytics, according to documentation it is used to throttle the requests.	No	1-10 Mins
	_gid	Cookie name is associated to Google Analytics. It stores and updates a unique value for each page visited by a user.	No	24 Hours
.gstatic.com	CONSENT	gstatic.com is a cookieless domain to deliver static content for Google. Google has off-loaded static content (JavaScript code, images and CSS) to a different domain name in an effort to reduce bandwidth usage and increase network performance for the end user.	No	10 Years
	NID	Used by Google to store user preferences and information to offer them personalized services when using Google maps.	No	6 Months
Drupal	has_js	This is a functional cookie used by drupal to indicate whether or not the visitors browser has JavaScript enabled.	Yes	N/A
Twitter	personalization_id	This cookie is set due to Twitter integration and sharing capabilities for the social media.	No	2 Years
	guest_id	This cookie is used by Twitter and serves as your unique identification number associated with Twitter.	No	2 Years
	eu_cn	This cookie is set due to Twitter integration and sharing capabilities for the social media.	No	1 Year
	tfw_exp	This cookie is set due to Twitter integration and sharing capabilities for the social media.	No	14 days
	external_referer	This cookie is set due to Twitter integration and sharing capabilities for the social media.	No	7 Days
	_twitter_sess	Used by twitter to allow you to share any of our pages with your network - however, nothing is shared without your explicit request to do so.	Yes	N/A
gstatic	NID	Advertising cookie by google	No	10 Years
	1P_JAR	This cookie is used for Google Analytics to store and update a unique value for each page visited.	No	1 Week
	CONSENT	Cookie consent setting	No	10 Years
Youtube	YSC	Set by embedded Youtube videos	Yes	N/A
	PREF	Stores your Youtube preferences	No	6 Months
	VISITOR_INFO1_LIVE	Used by YouTube (Google) for storing user preferences	No	8 Months

Who do we share your data with?

We do not and will not share any of the data that we collect with anyone unless you have specifically requested us to do so in writing.

The only time we would share information with third parties is in the event you are using us for work finding services and have requested we put your CV forward for a job role, however this would only be done prior to your consent.

How do we keep your data secure?

GNA are committed to ensuring that all information attained is held securely. In order to prevent unauthorised access or disclosure we have implemented a number of physical, electronic and managerial procedures in place to ensure the security of the information that we collect online.

How long do we keep your data for?

From your initial enquiry, we keep your data for 3 months. There may be instances where we keep your data for longer in the case that we deem there is an active interest in our services.

What rights do you have relating to your data?

1. You have the right to clear information about how we use your data
2. You have the right to access the personal data that we hold on you
3. You have the right to correct or remove all or any part of your data
4. You have the right to stop us from processing your data completely, we can still store it but we cannot use it any further
5. You have the right to restrict certain types of processing, for example if you no longer want to be contacted via a certain medium

How to get in touch about your data.

If you have any questions about what data we hold on you or if you wish to act upon any of your rights, please contact us via email into: info@gnagroup.co.uk

Third party websites.

GNA does not hold any responsibility for any websites that are referred to or linked from its own website(s). All information gathered and used via these external websites are not subject to our privacy and cookies policy.