

# Numiko privacy policy

Last updated: 16/9/26

We help organisations publish information people can trust, so we take care with the information people trust us with. This policy explains what personal data we collect when you use numiko.com, get in touch or apply for a job with us, why we use it, and the choices you have.

## Who we are

Numiko Limited is the controller of your personal data. That means we decide how and why it is used.

We are registered in England and Wales (company number 04018833). Our registered office is Second Floor, Brodrick House, 43-51 Cookridge Street, Leeds, LS2 3AW. We are registered with the Information Commissioner's Office (ICO): <https://ico.org.uk/ESDWebPages/Entry/Z2042767>

If you have a question about your data, email [hi@numiko.com](mailto:hi@numiko.com).

## What we collect

**When you get in touch.** If you email us, fill in a form or sign up to our newsletter, we collect your name, email address, organisation, job title, phone number if you give it, and whatever you tell us.

**When you apply for a job.** Your CV, covering letter, work history, qualifications, right-to-work details and interview notes. If we offer you a role, we may also ask for references.

**When you visit our site.** Your IP address, browser and device type, operating system, the pages you visit, how long you stay and how you found us. We collect this using cookies and similar technologies, explained below.

**From other sources.** We sometimes find business contact details in public places, such as an organisation's website or LinkedIn, so we can contact people about work relevant to their role.

We don't knowingly collect data from children, and we don't ask for sensitive information such as health details through the site. If you share it with us, for example to ask for adjustments at an interview, we will only use it for that purpose.

## How we use it, and why we're allowed to

The law says we need a lawful basis for each way we use your data. Here are ours.

| What we do                                                 | Lawful basis                                                    |
|------------------------------------------------------------|-----------------------------------------------------------------|
| Reply to your enquiry and talk to you about potential work | Legitimate interests, or steps before entering a contract       |
| Deliver work for our clients and manage contracts          | Contract, or legitimate interests where you work for the client |

| What we do                                              | Lawful basis                                                              |
|---------------------------------------------------------|---------------------------------------------------------------------------|
| Send our newsletter and event invitations               | Consent. You can unsubscribe at any time using the link in every email    |
| Contact people about work relevant to their role        | Legitimate interests. You can ask us to stop at any time                  |
| Understand how people use our site so we can improve it | Consent, through our cookie settings                                      |
| Assess job applications                                 | Steps before entering a contract, and legitimate interests in hiring well |
| Keep our site secure and prevent misuse                 | Legitimate interests                                                      |
| Meet our legal, tax and accounting obligations          | Legal obligation                                                          |

Where we rely on legitimate interests, we have weighed our interests against yours, and you can ask us for details. We don't sell your data, and we don't make decisions about you based only on automated processing.

## Cookies

Cookies are small files stored on your device. We use strictly necessary cookies to make our site work and keep it secure. These don't need your consent.

With your permission, we also use analytics cookies from Google Analytics and Pipedrive to see which pages are useful and where people get stuck. You can accept or reject these when you first visit, and change your mind at any time using the [cookie settings] link at the bottom of every page. Our cookie policy lists each cookie we use, who sets it and how long it lasts.

## Who we share it with

We only share your data with trusted suppliers who help us run Numiko. Our contracts with them require them to keep it secure and use it only on our instructions.

| What they do for us                        | Supplier             |
|--------------------------------------------|----------------------|
| Website hosting and security               | Upsun and Cloudflare |
| Website analytics                          | Google Analytics     |
| Email and document storage                 | Google Workspace     |
| Managing client and prospect relationships | Pipedrive            |
| Sending our newsletter                     | Pipedrive            |
| Managing job applications                  | Bamboo HR            |

We may also share data with our professional advisers, such as accountants and lawyers, with the police or regulators where the law requires it, or with a buyer if Numiko is ever sold or merged.

**Data stored outside the UK.** Some of our suppliers store data outside the UK. When they do, we make sure it stays protected, either because the UK government has confirmed that country offers adequate protection (including the UK-US Data Bridge), or by using contracts approved by the ICO.

## How long we keep it

We keep your data only for as long as we need it, then delete or anonymise it.

| Data                              | How long we keep it                                                          |
|-----------------------------------|------------------------------------------------------------------------------|
| Enquiries that don't lead to work | 2 years from our last contact                                                |
| Client and project records        | 6 years after the work ends, for legal and tax reasons                       |
| Newsletter subscriptions          | Until you unsubscribe                                                        |
| Unsuccessful job applications     | 24 months after the role is filled, unless you agree to us keeping it longer |
| Website analytics                 | 24 months                                                                    |

## Your rights

You have the right to:

- ask for a copy of the data we hold about you
- ask us to correct anything that's wrong or incomplete
- ask us to delete your data
- ask us to limit how we use it
- object to us using it, including for marketing, which we will always stop
- ask for your data in a format you can take elsewhere
- withdraw your consent at any time, where we rely on it

To use any of these rights, email [privacy@numiko.com]. It's free, and we will reply within one month. We may ask you to confirm who you are first.

## Making a complaint

If you're unhappy with how we've handled your data, please tell us so we can put it right. Email [privacy@numiko.com] or use our [online complaint form]. We will acknowledge your complaint within 30 days, look into it promptly, keep you updated and let you know the outcome.

You also have the right to complain to the Information Commissioner's Office at [ico.org.uk/make-a-complaint](https://ico.org.uk/make-a-complaint) or by calling 0303 123 1113.

## **Keeping your data secure**

We protect your data with technical and organisational measures, including encryption, access controls and staff training. No system is completely secure, but if something goes wrong we will act quickly, and tell you and the ICO where the law requires it.

## **Other websites**

Our site links to other websites, such as LinkedIn, Bluesky and Vimeo. They have their own privacy policies, and we're not responsible for how they use your data.

## **Changes to this policy**

We review this policy regularly. When we change it, we will update the date at the top of this page. If a change is significant, we will let you know.

## **Contact us**

Numiko Limited Second Floor, Brodrick House, 43-51 Cookridge Street, Leeds, LS2 3AW

Email: [hi@numiko.com](mailto:hi@numiko.com)