

Data Protection and Privacy Notice

1. This privacy notice tells you what to expect when Cura Energy Limited collects personal information. It applies to visitors to our website and to information we collect about job applicants, current and former employees.

Visitors to our website

2. Our company website <http://curaenergy.co.uk> is hosted in-house on our company server. If you visit our website, we do not collect any user-specific information.

Cookies

3. Almost all websites use cookies - small data files - to store information in peoples' web browsers. Cura Energy's website does not use cookies

Security and performance

4. Cura Energy uses a third-party service, Tribeca Technology Limited, to help maintain the security and performance of our company server and the integrity of our organisation. Tribeca will not process any personal data other than according to our written instructions and has in place appropriate technical and organisational measures to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

How we use your information

5. If you are an employee of Cura Energy, full details of the purposes for which we hold and manage your personal data, our obligations as an employer and your legal rights as an employee are contained in a separate Data Protection Policy, which is contained in your Employee Handbook.
6. Cura Energy is the data controller for the information you provide unless otherwise stated.

Recruitment Process

7. Full details of information we require and how we manage and safeguard personal data provided by prospective employees is provided in our Data Protection and Privacy Notice.

Data Protection

8. Cura Energy complies with all appropriate data protection principles. We will therefore:
 - process data lawfully, fairly and in a transparent manner and process it for only specified and lawful purposes.
 - ensure that all data obtained is adequate and relevant to those lawful purposes and is accurate, up to date and kept no longer than necessary.
 - process all data in accordance with each employee's statutory rights.

- take the appropriate security measures to protect the data from unauthorised disclosures.

Your rights

9. Under current Data Protection law, you have rights as an individual that you can exercise in relation to the information, we hold about you. Where these relate to current or former employees, your rights are set out in our separate Data Protection policy which is included in the Employee Handbook.

Access to personal information

10. Individuals can find out if Cura Energy holds any personal information by making a 'subject access request'. If we do hold information about you we will:
 - give you a description of it;
 - tell you why we are holding it;
 - tell you who it could be disclosed to; and
 - let you have a copy of the information in an intelligible form.
11. To make a request to Cura Energy for any personal information we may hold, you need to put the request in writing addressed to Simon Bowe, Director at the address provided below.
12. If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.
13. If we do hold information about you, you can ask us to correct any mistakes by contacting Simon Bowe.

Complaints or queries

14. Cura Energy is happy to provide any additional information or explanation needed with regard to any aspect of the company's collection and use of personal information.
15. Any requests for this should be sent to the address below, as should any complaint about the way we have processed your personal information.

Changes to this privacy notice

16. We keep our privacy notice under regular review. This privacy notice was last updated on 1st September 2021.

How to contact us

17. If you want to request information about our privacy policy you can email: enquiries@curaenergy.co.uk or write to:

To whom it may concern, Cura Energy Limited
The Barn
Coney Shaw Farm
Kemsing Road
Sevenoaks, Kent TN15 6NN
T: 01634 820783