

Recruitment Partnership (Bristol) Limited

Data Protection Policy

1. Information we may collect from you

We may collect and use the following information about you:

- information contained in your CV;
- information contained in any documents that you send to any of us for identity verification purposes such as your passport or driving license;
- information when you respond to a survey and/or when you report a problem with our websites;
- if you contact any of us, we may keep a record of that correspondence;
- information that you provide by filling in forms on our websites;
- details of your visits to our website including, but not limited to, traffic data, location data, weblogs, other communication data and the resources that you access;
- information about yourself provided by you to any of us for specific purposes.

To help us improve our services, if you send any of us personal information which identifies you via e-mail, we may keep your email and your e-mail address. We may also collect information that is available from your browser.

2. Cookies

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers/partners. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

For the same reason, we may obtain information about your general internet usage by using a cookie file which is typically stored on the hard drive of your computer (as with most websites). Cookies contain information that is transferred to your computer's hard drive.

They help us to improve our websites and to deliver a better and more personalised service. They enable us:

- to estimate our audience size and usage pattern;
- to store information about your preferences, and so allow us to customise our website according to your individual interests;
- to speed up your searches; and
- to recognise you when you return to our website.

You can refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our website.

Blocking cookies

Most browsers allow you to refuse to accept cookies; for example:

- In Internet Explorer (version 11) you can block cookies using the cookie handling override settings available by clicking "Tools", "Internet Options", "Privacy" and then "Advanced";
- In Firefox (version 47) you can block all cookies by clicking "Tools", "Options", "Privacy", selecting "Use custom settings for history" from the drop-down menu, and unticking "Accept cookies from sites";
- In Chrome (version 52), you can block all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Content settings", and then selecting "Block sites from setting any data" under the "Cookies" heading.

Blocking all cookies will have a negative impact upon the usability of many websites.

Deleting cookies

You can delete cookies already stored on your computer; for example:

- In Internet Explorer (version 11), you must manually delete cookie files (you can find instructions for doing so at <http://windows.microsoft.com/en-gb/internet-explorer/delete-manage-cookies#ie=ie-11>);
- In Firefox (version 47), you can delete cookies by clicking "Tools", "Options" and "Privacy", then selecting "Use custom settings for history" from the drop-down menu, clicking "Show Cookies", and then clicking "Remove All Cookies";
- In Chrome (version 52), you can delete all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Clear browsing data", and then selecting "Cookies and other site and plug-in data" before clicking "Clear browsing data".

Deleting cookies will have a negative impact on the usability of many websites.

3. Sensitive Personal Information

From time to time we may collect "**sensitive personal information**" about you - that is, information relating to: race or ethnic origin; political opinion; religious or other similar beliefs; trade union membership; physical or mental health; sexual orientation; criminal records.

If you provide any of us with any sensitive personal information, this will mean that you have given (and we accept) your explicit consent for us to use that information for the reasons described in this policy, or as explained at the time you provide the information.

4. Where/how we store your information

We will take all steps reasonably necessary to ensure that your information is treated securely and in accordance with this privacy policy.

All information that you provide to us in physical form such as documents will be stored securely at our offices or at a secure storage facility.

All information you provide to us electronically is stored on our secure servers.

5. Security of shared information

Unfortunately, sending information to any of us via post, fax, email or the internet is not completely safe and secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your information sent to us by any of these means and any information sent to us in this way is at your own risk.

Once we have received your information, we will each use strict procedures and security features to try to prevent unauthorised access and require our suppliers to do the same.

6. Use of your information

Where we collect information from you, or you provide information to us, we will inform you why we have collected the information (if applicable) and what we will use it for and ask you whether you are happy for us or other third parties identified to contact you with regard to similar services or unrelated services.

We will not, without your permission or unless indicated in this privacy policy or agreed to by you on a form on any of our websites, transfer any of your information to any third parties.

Except for the mailing list activities which we may run on some parts of our website, where you explicitly consent to receive materials from us, we will not use your personal information collected from our website to carry out unsolicited marketing activities. You may change your choice at any time by contacting each of us at [info@recruitment-partnership.com]

We may use information held about you in the following ways:

- to ensure that content from our website is presented in the most effective manner for you and for your computer;
- to provide you with information or services that you expressly request from us or which any of us feels may interest you, where you have consented to be contacted for such purposes;
- to carry out our obligations arising from any contracts entered into between you and us;
- to notify you about changes to any of our service;
- for client service, product analysis and market research purposes;
- to meet any of our obligations under any applicable laws or regulations;
- to carry out any obligations or provide you with any other services, functionality or content which you specifically agree to on our website.

If you are a candidate then, in addition to the above uses, each of us may also use information held about you:

- to process your application to register with us;

- for matching you with any of our clients and placing you with any of our clients for work assignments;
- for payment processing purposes;
- for contract engagement and processing purposes;
- to carry out credit assessments and identity verification, right to work, criminal record and background employment reference checks;
- for general records administration purposes.

If you are an existing candidate, unless you ask us to provide you with additional marketing information we will only contact you by electronic means (e-mail or SMS) with information about services similar to those which were the subject of a previous contact with you (where applicable).

If you are registering as a new candidate, and where we permit selected third parties to use your information, we (or they) will contact you by electronic means only if you have consented to this.

7. Disclosure of your information

We may disclose your personal information to third parties without obtaining further consent from you:

- in the event that we sell or buy any business or assets, in which case we may disclose your personal information to the prospective seller or buyer of such business or assets;
- in the event that we outsource any of our business functions under which we collect or store your information in which case we will ensure that any such service provider adheres to at least the same obligations of security with regard to your information as undertaken by us;
- if we are under a duty to disclose or share your personal information in order to comply with any legal obligation, in order to enforce other agreements or to protect our rights, property, or safety of our employees, our clients or others. This includes exchanging information with other companies and organizations for the purposes of fraud protection and credit risk reduction;
- where we use your information to carry out credit assessments we will need to share your information with credit reference agencies to assess your eligibility to register with us as a candidate and to verify your identity;
- we may share your information with our associates, UK and overseas law enforcement agencies or regulatory authorities and other relevant bodies for crime prevention purposes;
- we may share your information with our associates if they provide any products or services to you on our behalf.

8. Confidentiality

We will keep confidential any data or other information which any of us hold on you. We may however disclose some or all of this information if:

- we are required to by any other governmental, judicial, law enforcement or regulatory bodies;
- you consent to the disclosure;

- we need to for a legitimate business reason; or
- we have stated that we may in this document.

9. Your rights

You have the right to ask us not to process your personal information for marketing purposes. We will usually inform you (before collecting your information) if we wish to use your information for such purposes or if we intend to disclose your information to any third party for such purposes and request your consent to these activities. You can exercise your right to prevent such processing by checking certain boxes on the forms each of use to collect your information. You can also exercise the right at any time by contacting us at [info@recruitment-partnership.com].

Our website may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal information to these websites.

10. Changing or Deleting Your Information

If you want to change or update any information that we hold on you then you can request this by writing to us email [info@recruitment-partnership.com] or I writing at Recruitment Partnership (Bristol) Limited, 1st Floor, Cabot Lodge, St Brandon's House, 29 Great George Street, Bristol, BS1 5QT.

If you want to delete or deactivate your registration with us then you can also do this by writing to us at Recruitment Partnership (Bristol) Limited, 1st Floor, Cabot Lodge, St Brandon's House, 29 Great George Street, Bristol, BS1 5QT. When we delete your record it will be permanently deleted but your information may still exist in backup copies for up to 90 days but can not be viewed by others.

11. Access to information

The Data Protection Act 1998 (the "Act") gives you the right to access information held about you and for you to request that changes be made to this information if it is inaccurate or not up-to-date.

Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee (as amended from time to time) to meet any of our costs in providing you with details of the information any of us holds about you.

12. Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page.

13. Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to Alex Taylor, Recruitment Partnership (Bristol) Limited, 1st Floor, Cabot Lodge, St Brandon's House, 29 Great George Street, Bristol, BS1 5QT.