



## PRIVACY POLICY

At AVA Energy Limited, we take protecting the confidentiality of our clients and candidates seriously. This Policy describes what personal data we collect from you and how we process your personal data.

### Information we may collect from you

- We will collect your preferences to receive job alerts on the frequency chosen by you.
- If you wish to apply for a job, you will be requested to register an account with us. To complete such registration, you will have to accept the privacy policy which describes in detail how we will collect and process your application information and any other data we receive from you when interacting with you.
- We may also collect information on your visits to our Website including, but not limited to, traffic data, location data, weblogs and other communication data and the resources that you access.
- If you contact us, we may keep a record of that correspondence.
- We also collect information of all users of our Website in aggregated form in order to provide us with a better understanding of the users of our Website as a group, but which does not contain personally identifiable information.
- We may also use the information for direct marketing via e-mail, messaging or telephone, but you may at any time opt-out of receiving future marketing communication.
- We may also store cookies as set out in more detail below.

### How we use your information

All this information ("your data") will be collected and handled by AVA Energy for the following purposes:

- To best tailor the job searches according to your preferences.
- To keep you informed by email, telephone and/or mail about future work opportunities and marketing communication.
- To deliver other services – such as newsletters, events, or training – that we may offer you.
- To help us create, publish, and improve content most relevant to you.
- To ensure that content from our Website is presented in the most effective manner for you and for your device.
- To allow you to participate in interactive features of our service, when you choose to do so.
- To further develop and improve our Website and other systems to better serve you.

### Third parties

To facilitate our efficient use of your data, and to provide you with the best services and/or opportunities, it may sometimes be necessary for us to disclose your information to third parties. However, this disclosure will only occur in the following circumstances:

- To suppliers, contractors and agents: From time to time we may engage or employ other companies and individuals to perform functions on our behalf. Examples may include, administrative functions associated with our business activities. Such recipients will only have access to data required by them to perform their functions, and are not permitted to use such data for any other purposes. These recipients will be subject to contractual confidentiality obligations.
- Where required by Law: we will share your data with government or law enforcement authorities if we determine in our sole discretion that we are under an obligation to do so.



### Job Alerts

In the event that you only register your e-mail address with us in order to receive job alerts, your data will not be used for any other purpose other than to provide you with details of suitable vacancies which may arise from time to time, together with any relevant marketing communications pertaining to jobs and job advice.

### IP addresses and 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 such information in aggregated form to our advertisers. This is statistical data about our users' browsing actions and patterns, and does not identify you or any individual.

For the same reason, we may obtain information about your general Internet usage by using a cookie file which is stored on your device. Cookies help us to improve the Website and to deliver a better and more personalised service.

If your computer is shared by other people, we advise that you select the 'Don't remember my details' option when you sign out of your account. This will remove all details from the cookie. You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the storing of cookies. However, if you select this setting you may be unable to access certain parts of the Website or use certain functionality. Unless you have adjusted your browser settings so that it will refuse cookies, our systems will issue cookies each time you access the Website. Please note that our advertisers may also use cookies, over which we have no control.

For further information pertaining to the usage of cookies on the Website please refer to our cookie policy.

### Where we store your data

The data that we collect from you may be transferred to, and stored by us, our clients and suppliers outside your country of residence, including in countries which may not provide adequate data protection as defined by EU data protection law. By submitting your personal data, you agree to this transfer, storing and processing. We endeavour to take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Policy.

### Data Security

Although we will do our best to protect your data, the transmission of information via the Internet is not completely secure and we cannot guarantee the security of your data transmitted to the Website or any third party; any transmission is at your own risk.

Once we have received your information and transferred it to a third party, we will use strict procedures and security features to try to prevent unauthorised access.

### How you can access, correct and delete your data

Upon request, AVA Energy will - in compliance with applicable law - inform you as to whether your data is being collected, and you may contact us to request any correction or deletion of your data by emailing us [Enquiries@avaenergy.co.uk](mailto:Enquiries@avaenergy.co.uk).

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing

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by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at [Enquiries@avaenergy.co.uk](mailto:Enquiries@avaenergy.co.uk).

#### **Changes to this Policy**

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

#### **Contact**

Questions, comments and requests regarding this Policy are welcomed and should be addressed to [Enquiries@avaenergy.co.uk](mailto:Enquiries@avaenergy.co.uk).