

Summary

This section summarises how we obtain, store and use information about you. It is intended to provide a very general overview only. **It is not complete in and of itself and it must be read in conjunction with the corresponding full sections of this Privacy Policy.**

- **Data controller:** Solutions Recruitment Limited
- **How we collect or obtain information about you:**
 - when you provide it to us (e.g. by contacting us)
 - from your use of our website, using cookies
- **Information we collect:** name, contact details, IP address, information from cookies, information about how you use our website (e.g. which pages you have viewed, the time when you view them and what you clicked on, the geographical location from which you accessed our website (based on your IP address))
- **How we use your information:** for administrative and business purposes, to improve our business and website, to fulfil our contractual obligations, to advertise our goods and services, to analyse your use of our website, and in connection with our legal rights and obligations.
- **Disclosure of your information to third parties:** only to the extent necessary to run our business, to our service providers, to fulfil any contracts we enter into with you, where required by law or to enforce our legal rights.
- **Do we sell your information to third parties (other than in the course of a business sale or purchase or similar event):** No
- **How long we retain your information:** for no longer than necessary, taking into account any legal obligations we have (e.g. to maintain records for tax purposes), any other legal basis we have for using your information (e.g. your consent, performance of a contract with you or our legitimate interests as a business), and certain additional factors described in the main section below entitled **How long we retain your information**. For specific retention periods in relation to certain information which we collect from you, please see the main section below entitled **How long we retain your information**.
- **How we secure your information:** using appropriate technical and organisational measures such as storing your information on secure servers, encrypting transfers of data to or from our servers using Secure Sockets Layer (SSL) technology only granting access to your information where necessary.
- **Use of cookies and similar technologies:** we use cookies on our website including essential, functional, analytical, and targeting cookies. For more information, please visit our cookies policy here: <https://ae.godaddy.com/agreements/ShowDoc.aspx?pageid=24668>
- **Transfers of your information outside the European Economic Area:** we will only transfer your information outside the European Economic Area if we are required to do so by law OR in certain circumstances we [transfer] your information outside of the European Economic Area. Where we do so, we will ensure appropriate safeguards are in place, including *the third parties we use who transfer your information outside the European Economic Area have self-certified themselves as compliant with the EU-U.S. Privacy Shield*
- Your rights in relation to your information
 - to access your information and to receive information about its use
 - to have your information corrected and/or completed
 - to have your information deleted
 - to restrict the use of your information
 - to receive your information in a portable format
 - to object to the use of your information
 - to withdraw your consent to the use of your information
 - to complain to a supervisory authority
- **Sensitive personal information:** we collect what is commonly referred to as ‘sensitive personal information’. For more information, please see the main section below entitled **Sensitive Personal Information**