**PRIVACY POLICY**

This privacy policy sets out how IDentek Global Search uses and protects any information that you give to us.

IDentek Global Search is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

IDentek Global Search may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from and was last updated on 26th March 2018.

**WHAT WE COLLECT**

We may collect the following information:

* name and job title
* contact information including email address
* Curriculum Vitae information and data
* demographic information such as postcode, preferences and interests
* other information relevant to customer surveys and/or offers

**Any employee of IDentek Global Search may collect your data from a variety of sources including but not limited to:**

* **A job application made by you either to IDentek Global Search or via a job advertisement**
* **A speculative approach by you to us**
* **As the result interest in an opportunity and submission of your CV following an unsolicited approach by an employee of IDentek Global Search e.g. headhunt**

**The data that we collate will be stored on our GDPR compliant database for as long as you are interested in opportunities with us. You are able at any time to ask us to access, correct, erase or restrict any of the information that we receive from you.**

**WHAT WE DO WITH THE INFORMATION WE GATHER**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

* to provide our recruitment services to you and to facilitate the recruitment process;
* to assess data about you against vacancies which we judge may be suitable for you;
* to send your information to clients in order to apply for jobs or to assess your eligibility for jobs;
* to enable you to submit your Curriculum Vitae or apply online for jobs
* to market our full range of recruitment services to you (permanent, temporary, contract, and recruitment process outsourcing services);
* to send you details of reports, promotions, offers, networking and client events and general information about the industry sectors which we think might be of interest to you;
* to answer your questions and enquiries;
* to obtain from third parties, where we have retained them to provide services that you or our client have requested, such references, qualifications and criminal reference checking services, to verify the details you have provided;
* to provide to third parties who perform functions on our behalf and who also provide services to us, such as professional advisors, IT consultants carrying out testing and development work on our business systems, research and mailing houses and outsourcing partners;
* to provide to regulatory or law enforcement agencies if we believe in good faith that we are required by law to disclose it in connection with the detection of crime, the collection of taxes or duties, in order to comply with any applicable law or order of a court of competent jurisdiction, or in connection with legal proceedings;
* to use your information on an anonymised basis to monitor compliance with our equal opportunities policy;
* internal record keeping.

From time to time we may seek your consent to process, use or disclose your information for any other purpose not listed above.

We reserve the right to transfer your information to a third party in the event of a sale, merger, liquidation, receivership or transfer of all or substantially all of the assets of our company provided that the third party agrees to adhere to the terms of this Privacy Policy and provided that the third party only uses your Personal Data for the purposes that you provided it to us. You will be notified in the event of any such transfer and you will be afforded an opportunity to opt-out.

**DISCLOSURE OF INFORMATION TO IDENTEK GLOBAL SEARCH CLIENTS**

Our client data is held on our GDPR compliant database. We may vet prospective clients for creditworthiness, trading history and any other pertinent factors.

**SECURITY**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information. We use industry standard firewall technology to protect your personal data in our database (our CRM database ‘Bullhorn’ is GDPR compliant) and email system. Any paper based personal data, such as references, shall be viewable and securely stored by relevant staff who need access to such data. When we dispose of any paper based personal data we ensure that it is shredded and re-cycled.

**HOW WE USE COOKIES**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

**CONTROLLING YOUR PERSONAL INFORMATION**

You may choose to restrict the collection or use of your personal information, if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to us FAO: The Data Protection Officer, IDentek Global Search, Office 6, Oathall House, 68-70 Oathall Road, Haywards Heath, West Sussex, RH16 3EN or calling us on +44 (0)1444 228220.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to FAO: The Data Protection Officer, IDentek Global Search, Office 6, Oathall House, 68-70 Oathall Road, Haywards Heath, West Sussex, RH16 3EN. We will seek to act upon your request within the timescales set down by current UK data protection laws. If your request for information exceeds that which we are legally obliged to disclose, we will inform you of this and the legal reasons for refusing to disclose certain data. You have the right at any time to require us to update, modify or delete any personal information which we hold about you.

If you believe that any information we are holding on you is incorrect or incomplete, please write to us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.