

## **PRIVACY POLICY AND TERMS OF USE**

Your use of Recruitlent's website is subject to the following terms & conditions, which you are deemed to accept each time you use the website.

### **INTERRUPTIONS AND OMISSIONS IN SERVICE**

Whilst we try to ensure that the standard of this website remains high and to maintain its continuity of it, the internet is not an inherently stable medium, and errors, omissions, interruptions of service and delays may occur at any time. We do not accept any liability arising from any such errors, omissions, interruptions or delays or any ongoing obligation or responsibility to operate this website (or any particular part of it) or to provide the service offered on this website. We may vary the specification of this site from time to time without notice.

### **LINKS TO OTHER SITES**

On this site, you may be offered automatic links to other sites which we hope will be of interest to you. We do not accept any responsibility for or liability in respect of the content of those sites, the owners of which do not necessarily have any connection, commercial or otherwise, with us. Using automatic links to gain access to such sites is entirely at your own risk.

### **INFORMATION ON THIS SITE**

Whilst we make every effort to ensure that the information on this site is accurate and complete, some of the information is supplied to us by third parties and we are not able to check the accuracy or completeness of that information. We do not accept any liability arising from any inaccuracy or omission in any of the information on this site or any liability in respect of information on this site supplied by you, any other site user or any other person.

### **YOUR USE OF THIS SITE**

You may only use this Site for lawful purposes when seeking employment or help with your career or when recruiting staff. You must not under any circumstances seek to undermine the security of the Site or any information submitted to or available through it. In particular, but without limitation, you must not seek to access, alter or delete any information to which you do not have authorised access, seek to overload the system via spamming or flooding, take any action or use any device, routine or software to crash, delay, damage or otherwise interfere with the operation of this Site or attempt to decipher, disassemble or modify any of the software, coding or information comprised in the site.

You are solely responsible for any information submitted by you to this site. You are responsible for ensuring that all information supplied by you is true, accurate, up-to-date and not misleading or likely to mislead or deceive and that it is not discriminatory, obscene, offensive, defamatory or otherwise illegal, unlawful or in breach of any applicable legislation, regulations, guidelines or codes of practice or the copyright, trade mark or other intellectual property rights of any person in any jurisdiction. You are also responsible for ensuring that all information, data and files are free of viruses or other routines or engines that may damage or interfere with any system or data prior to being submitted to this site. We reserve the right to remove any information supplied by you from the website at our sole discretion, at any time and for any reason without being required to give any explanation.

### **TRADING NAME**

Claudia Dias trading as Recruitlent

### **INFORMATION SUBMITTED BY YOU**

The information we may collect, hold and process is set out below:

We collect your data from forms and surveys from the website users to send industry reports, event invitations, newsletters and job notifications. Information collected and processed includes:

Your name

Your email address

Your telephone number

Your Address

Your job title

Your company information

#### HOW DO WE HOLD THE INFORMATION

All the personal data we store on our database in the UK.

#### YOUR RIGHTS

You currently have the right at any time to ask for a copy of the information about you that we hold. You also have the following rights:

deletion of data, restriction of processing and data portability. We will update you further in connection with these rights when they come into force.

#### RETENTION OF YOUR DATA

Your data will be retained for no longer than necessary and in accordance with our Data Retention Policy.

#### CONCERNS

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to Information Commissioners Office at <https://ico.org.uk/concerns>

#### OPT-OUT

If you wish to have your information removed from our email marketing database, you can request an opt-out by emailing [info@recruitlent.com](mailto:info@recruitlent.com)

#### CONTACT

Please address any questions, comments and requests regarding our data processing practices to Claudia Dias, Head Of Recruitment – [claudiadias@recruitlent.com](mailto:claudiadias@recruitlent.com)

#### CANDIDATES DATA:

We will use information supplied by you (including, without limitation, sensitive personal data) to aid the recruitment process and associated administrative functions. This involves us, amongst other things, processing and storing information (including, without limitation, sensitive personal data) and passing or making available online such information to prospective employers and clients; information about vacancies and placements will be passed to candidates and may be posted directly onto the website. We use third parties to help us process your information as part of the recruitment process. We may collect and aggregate data from the information supplied by you to help us to understand our users as a group so that we can provide you with a better service. We may also share aggregate information with selected third parties, without disclosing individual names or identifying information. You consent to us using the information provided by you (including, without limitation, sensitive personal data) in each of these ways. We will process any data you provide and any further forms, assessments or personal details which you complete or provide to us when using this site in accordance with UK data protection legislation.

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by us outside the EEA. By submitting your personal data, you agree to this transfer, storing or processing.

## CLIENT DATA

All client data is stored securely on our database in the UK. We are Cyber Essentials accredited with full IDS protection. Your data will be retained for no longer than necessary and in accordance with our Data Retention Policy. Please address any questions, comments and requests regarding our data processing practices to Claudia Dias, Head Of Recruitment [claudiadias@recruitlent.com](mailto:claudiadias@recruitlent.com)

## COOKIES

Cookies are small text files placed on your device when you visit a website. It is generated by a web page server and can be used by that server whenever the user visits the site.

Recruitlent uses the following cookies:

Google Analytics - This gathers anonymised data about how you use the site

3rd party Advertising - If you entered our website through one of our online campaigns on another site or via email, we will store information about this campaign along with your registration. This information will be used internally to measure the effectiveness of our campaigns. To support this functionality we use a cookie that expires after 60 days.

Website Cookies - This cookie allows us to remember user details

Email - This cookie allows us to track emails

We will not use cookies to collect personally identifiable information about you. However, if you wish to restrict or block the cookies which are set by us, or indeed any other website, you can do this through your browser settings. The Help function within your browser should tell you how. Alternatively, you may wish to visit [www.aboutcookies.org](http://www.aboutcookies.org) which contains comprehensive information on how to do this on a wide variety of browsers. You will also find details on how to delete cookies from your computer (including those from this visit) as well as more general information about cookies.

## TERMS OF BUSINESS

Each employment assignment or placement arising as a result of an introduction made by Recruitlent will be subject to our standard Terms of Business as they are applicable in the circumstances. All prospective employers and clients for whom we arrange assignments or placements will be provided with a copy of the Terms of Business applicable to them at or following registration.

## CONTENT RIGHTS

The rights in material on this site are protected by international copyright, software and trademark laws and you agree to use this site in a way which does not infringe these rights. You may copy material on this site for your own private or domestic purposes, but no copying for any commercial or business use is permitted.

## LIABILITY

We accept no liability for any loss (whether direct or indirect, for loss of business, revenue or profits, wasted expenditure, corruption or destruction of data or for any other indirect or consequential loss whatsoever) arising from your use of the site and we hereby exclude any such liability, whether in contract, tort (including for negligence) or otherwise. We hereby exclude all representations, warranties and conditions relating to this website and your use of it to the maximum extent permitted by law. You agree to indemnify us and keep us indemnified against all costs, expenses, claims, losses, liabilities or proceedings arising from the use or misuse by you of this site. You must notify us immediately if anyone makes or threatens to make any claim against you relating to your use of this site.

## CHOICE OF LAW AND JURISDICTION

The use of this website and any agreements entered into through this website are to be

governed by and construed in accordance with Welsh law. The courts of Welsh are to have exclusive jurisdiction to settle any dispute arising out of or in connection with the use of this website or any agreement made through this website.

#### CHANGES TO TERMS AND CONDITIONS AND INVALIDITY

These website terms and conditions may be changed by us at any time. You will be deemed to accept the terms and conditions (as amended) when you next use this site following any amendment. If any provision of these terms and conditions is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining provisions, which shall remain in full force and effect.