

# Website Privacy Policy

**The policy:** This privacy policy is for this website; [www.changerecruitmentservices.co.uk](http://www.changerecruitmentservices.co.uk) and served by Change Recruitment Services Ltd & Change Recruitment Services (Taunton) Ltd (Registered Office: Mey House, Bridport Road, Poundbury, Dorset, DT1 3QY) and governs the privacy of its users who choose to use it. It explains how we comply with the GDPR (General Data Protection Regulation), the DPA (Data Protection Act) [pre GDPR enforcement] and the PECR (Privacy and Electronic Communications Regulations).

This policy will explain areas of this website that may affect your privacy and personal details, how we process, collect, manage and store those details and how your rights under the GDPR, DPA & PECR are adhere to. Additionally it will explain the use of cookies or software, advertising or commercial sponsorship from third parties and the download of any documents, files or software made available to you (if any) on this website. Further explanations may be provided for specific pages or features of this website in order to help you understand how we, this website and its third parties (if any) interact with you and your computer / device in order to serve it to you. Our contact information is provided if you have any questions.

## Data Protection - GDPR May 2018

The Company will collect the personal details that you provide to us on our website for the purposes of providing you with work finding services. In providing such services to you we will only use your personal data in accordance with the following statement.

### **1. How the Company collects your personally identifiable information through the website.**

We receive your personal data via our online contact form or via you submitting your CV via our Customer Database run job board Recruit So Simple.

### **2. How the Company uses this information.**

We use your information to provide you with work finding services.

### **3. Who the Company may share the information with and for what purpose(s).**

We will share your personal data with our clients (businesses that have instructed us to provide permanent or temporary recruitment services) in

order to provide you with work finding services. We will not sell, share, or rent this information to others.

**4. What choices are available to you regarding collection, use and distribution of your information.**

By submitting your personal data you are initially providing your personal data in relation to your application for a particular job, or to register for work finding services. We therefore have a justification to hold your data for our legitimate interest of providing work finding services and we will do so for 30 days maximum. During which period we will try to contact you with our application form. When you complete our application form, we will ask you for your specific consent to our processing of your personal data in accordance with our Candidate Privacy Notice. You have the right to ask us to amend or remove this data.

**5. How you can correct any inaccuracies in the information collected through the website.**

If you wish to correct or remove any data submitted via our website please contact us via [office@changerecruitmentservices.co.uk](mailto:office@changerecruitmentservices.co.uk)

**6. The kind of security procedures that are in place to protect the loss, misuse or alteration of information collected through the Company's website**

All data that is received is securely stored on our password protected server or Customer Database.

**If you feel that this company is not abiding by its posted privacy policy, you should first contact Sarah Warne – [office@changerecruitmentservices.co.uk](mailto:office@changerecruitmentservices.co.uk)**

## Website Visitor Tracking

This website uses tracking software to monitor its visitors to better understand how they use it. The software will save a cookie to your computers hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information.

## Downloads & Media Files

Any downloadable documents, files or media made available on this website are provided to users at their own risk. While all precautions have been undertaken to ensure only genuine downloads are available users are advised

to verify their authenticity using third party antivirus software or similar applications.

We accept no responsibility for third party downloads and downloads provided by external third party websites and advise users to verify their authenticity using third party antivirus software or similar applications.

## Contact & Communication With us

Users contacting this us through this website do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use.

Where we have clearly stated and made you aware of the fact, and where you have given your express permission, we may use your details to send you products/services information through a mailing list system. This is done in accordance with the regulations named in 'The policy' above.

## External Website Links & Third Parties

Although we only look to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout this website.

Shortened URL's; URL shortening is a technique used on the web to shorten URL's (Uniform Resource Locators) to something substantially shorter. This technique is especially used in social media and looks similar to this (example: <https://goo.gl/maps/rzpoNaVpG2E2>). Users should take caution before clicking on shortened URL links and verify their authenticity before proceeding.

We cannot guarantee or verify the contents of any externally linked website despite our best efforts. Users should therefore note they click on external links at their own risk and we cannot be held liable for any damages or implications caused by visiting any external links mentioned.

## Social Media Policy & Usage

We adopt a Social Media Policy to ensure our business and our staff conduct themselves accordingly online. While we may have official profiles on social media platforms users are advised to verify authenticity of such profiles before engaging with, or sharing information with such profiles. We will never ask for user passwords or personal details on social media platforms. Users are

advised to conduct themselves appropriately when engaging with us on social media.

There may be instances where our website features social sharing buttons, which help share web content directly from web pages to the respective social media platforms. You use social sharing buttons at your own discretion and accept that doing so may publish content to your social media profile feed or page. You can find further information about some social media privacy and usage policies in the resources section below.

## Resources & Further Information

- [Overview of the GDPR - General Data Protection Regulation](#)
- [Data Protection Act 1998](#)
- [Privacy and Electronic Communications Regulations 2003](#)
- [The Guide to the PECR 2003](#)
- [Twitter Privacy Policy](#)
- [Facebook Privacy Policy](#)
- [Google Privacy Policy](#)
- [Linkedin Privacy Policy](#)

Change Recruitment Services Ltd has registered with the ICO and its registration number is Z9995308.

Change Recruitment Services (Taunton) Ltd has registered with the ICO and its registration number is ZA514641.

V.3.0 April 2019 Edited & customised by: Change Recruitment Services Ltd & Change Recruitment Services (Taunton) Ltd