



THE JOB OFFICE LTD

Privacy policy

At The Job Office Ltd, we are committed to protecting the privacy of candidates, clients and users of our website. We want to help you find the right job in a safe and secure environment. We will ensure that the information you submit to us via our website or directly to our office is only used for the purposes set out in this policy.

The Information We Collect and How We Use It

The Job Office Ltd may collect your personal details, including, but not limited to, your name and contact details, your e-mail address and other relevant information from your CV. On occasions this may also include sensitive personal information such as details of criminal convictions and ethnic origin. This information is held, used and disclosed by The Job Office Ltd as follows:

- To allow us to provide our services to you
- To establish and maintain our business relationship, where you are a client, candidate or a user of our website
- To enable the submission of your CV for general applications and to apply for specific jobs. (Please see the separate section on your CV below outlining additional uses and disclosures)
- To answer your enquiries and give detailed information regarding specific jobs
- To adhere to contractual agreements with our clients
- To allow us to match your skill set and experiences with job vacancies and to assist us in finding the most suitable position for you
- To allow us to send your personal information to our clients in order to process your job applications
- To provide services that our clients have requested such as, reference checks
- If required to do so by law, we may also release personal information to regulatory or law enforcement agencies
- We will request your consent to collect, hold, use and disclose your personal information for any other purposes than those listed above

The Job Office Ltd 109 Barrowby Road Grantham Lincolnshire NG31 8AE
Registered in England No. 5148184



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Curriculum vitae (CV)

You have the option of submitting your CV via our website or by providing your CV to our office directly, either via email or social media. You can do this to apply directly for a specifically advertised job or for general consideration by our recruitment consultants for positions as and when they come up. Your CV will be stored in The Job Office Ltd.'s database and will be accessible by The Job Office Ltd.'s recruitment consultants.

You can update your CV at any time, simply by following the same procedure to submit a new CV. When you advise of your new submission, your old CV will then be archived.

Access to your information

We want to make sure that your information is accurate and up-to-date and will delete or amend any information that you think is inaccurate. You also have the right at any time to ask us for a copy of the information supplied by you that we hold. We may ask you to verify your identity and for more information about your request. We also have the right to charge an administrative fee for this service. Where we are legally permitted to do so, we may refuse your request and will give you reasons for doing so.

If you would like to make a request for information, please contact nicky@thejoboffice.com

You also have the right to ask The Job Office Ltd to stop using your information. However, if this involves a request for deletion of your file, please be aware that we may not be required or able to do so, particularly where your file also holds information about our clients or financial information that we need to keep for periods of up to six years, i.e. that relate to tax matters. Where we are unable to comply with your request we will provide reasons for failing to do so.

How do you unsubscribe from future mailings?

If you no longer wish to receive emails with potential job opportunities, please email: nicky@thejoboffice.com using the word UNSUBSCRIBE in the subject line

What to do if you are not happy with how your data has been handled

In the first instance please email: nicky@thejoboffice.com to enable us to answer any concerns that you may have in how we store and manage your personal data. If you are not satisfied with our response, then you can discuss your concerns with the ICO (Information Commissioner's Office). Their website address is: ico.org.uk

Data Breach

Data security is paramount to our business and we will endeavour to comply with all ICO requirement and time scales should a data breach be discovered or brought to our attention

Changes to our Privacy Policy

This privacy policy may be changed by The Job Office Ltd at any time. If we change our privacy policy in the future, we will advise you of changes or updates to our privacy policy by a prominent notice on our website. Continued use of this website or our services after such



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changes will constitute your acceptance of such changes. This policy was last updated on 27th April 2018.

If, at any time, you have questions or concerns about The Job Office Ltd.'s online privacy commitment, please feel free to e-mail us at nicky@thejoboffice.com or call the office to speak to one of our representatives.

Equal Opportunities

The Job Office Ltd is an equal opportunities employer and a company committed to diversity. This means that all job applicants and members of staff will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

How to Contact Us

Please contact us if you have any questions about our privacy policy or information we hold about you

You can contact us at: nicky@thejoboffice.com or by writing to us at:

- Data Protection Officer
- The Job Office Ltd
- 109 Barrowby Road
- Grantham
- Lincolnshire
- NG31 8AE

Company Number 5148184. Registered in the UK.