

Privacy Statement

Secure Recruit Ltd- “we”, “us”, “our”, - Recognises the importance of your privacy and is committed to protecting any personal information we collect about you.

FOR THE PURPOSES OF THIS PRIVACY STATEMENT, THE WORD “YOU” INCLUDES WEBSITE VISITORS, SECURE RECRUIT LTD’S REGISTERED USERS AND PURCHASERS OF SECURE RECRUITS LTD’S SERVICES.

The purpose of this Privacy Statement is to inform you about:

- What personal information about you is collected by Secure Recruit Ltd
- How the information is used
- With whom the information may be shared
- How you can access and change any personal information Secure Recruit holds about you
- What security procedures are in place to protect the loss, misuse or alteration of your personal information by Secure Recruit
- How to contact Secure Recruit

This Privacy Statement applies to any personal information you provide to us:

- When visiting Secure Recruit’s website
- When using Secure Recruit’s online service
- When entering into an agreement with Secure Recruit and/or another third party
- When you request Secure Recruit to forward information about yourself to third party providers for any recruitment application purposes
- When you correspond, or communicate with the Secure Recruit over the telephone or in any other manner including by letter, fax or email
- In addition to collecting personal information directly from you, we may also obtain personal information about you from third party sources such as our partners and other third-party service providers

Failure by you to provide personal information when requested by Secure Recruit Ltd may mean that we are unable to provide certain services to you.

WHAT TYPES OF INFORMATION DO WE COLLECT?

Secure Recruit Ltd gathers three types of information about you, namely:

1. Aggregated information generated by our systems - or third-party systems - to track our website traffic but that which does not identify you personally; and
2. Personal information about you such as your name, contact information, including email address, and in some cases, for our clients your billing details and general financial and credit information
3. Other information relevant to customer surveys and/or offers of services.

The type of information that Secure Recruit collects about you is dependent on how you use the services offered on our website.

Generally, Secure Recruit Ltd does not collect 'sensitive information' about you.

Sensitive information includes - but is not limited to - information about your race or ethnic origin, your religion and your sexual preferences.

Secure Recruit Ltd will only collect sensitive information about you if it is necessary for the purpose of providing you with a service.

In such circumstances, Secure Recruit Ltd will only collect sensitive information with your consent unless we are required by law to collect such information from you.

COLLECTION OF AGGREGATE DATA

Secure Recruit Ltd also collects non-personal information in aggregate form to track data such as the total number of visits to our website, the number of visits to specific areas of our website and the domain names of our website visitors' internet service providers.

We use this information, which remains in aggregate form, to understand how our website visitors use our website so that we can constantly improve and enhance our services.

We may also share this information with certain training providers, partners or other third party service provider for the purpose of providing you with optimal online recruitment and agency management services.

Your Internet Provider - IP - address

Secure Recruit's web servers provide us with your IP address - this assists us in the diagnosis of problems and or support issues with our services.

COOKIES

Secure Recruit Ltd does not use cookies on our website.

How we collect information

Secure Recruit Ltd may collect personal information about you when you visit our website and you elect to use our online services when you register as a Secure Recruit Registered User. Personal information may also be collected when you enter into a contract with Secure Recruit, fill out an application, submit a CV and when you deal with Secure Recruit over the telephone or correspond with Secure Recruit via fax, letter or email or any other mode of communication.

The Learning People may also collect personal information about you from third party service providers.

HOW WE USE YOUR PERSONAL INFORMATION

Secure Recruit Ltd may use your personal information for one or more of the following purposes:

- to communicate with you, including via email newsletters
- to facilitate and process contracts between yourself and Secure Recruit and/or third parties
- to identify the number of people using Secure Recruit's website services and establish the nature of their interests
- to facilitate Secure Recruit applications and registrations
- to conduct Secure Recruit's marketing activities
- to provide you with information about Secure Recruit Ltd and its services and or any products that may arise in the future
- to pursue our legitimate interests in a way which might reasonably be expected as part of running our business and which does not materially impact your rights, freedom or interests

DISCLOSURE OF PERSONAL INFORMATION TO THIRD PARTIES

Secure Recruit Ltd may disclose your personal information to third party providers in order to facilitate your selected recruitment positions and placements, training, job opportunities or offers.

In some instances, including for example, where application candidates vetting is required to meet SIA BS7585 code practice for security individuals to be employed. Secure Recruit may collect personal information about you – including criminal record, financial and credit information – In order to be able to offer our services.

Secure Recruit will only pass on this information where you have expressly consented to allow Secure Recruit Ltd to do so on your behalf.

Certain job offers within the security industry may require a range of additional personal information for application purposes which is not specified in this Privacy Promise.

Secure Recruit Ltd may also disclose your personal information to third party contractors who perform services for us including the management and maintenance of our information systems.

Where your personal information is passed on to third party contractors, Secure Recruit Ltd takes reasonable steps to ensure that these individuals and/or organisations are bound by confidentiality and privacy obligations in relation to the protection of your personal information.

Other than as outlined above, Secure Recruit will not disclose your personal information without your consent unless disclosure is necessary to prevent a threat to life or health, authorised or required by law, reasonably necessary to enforce the law or necessary to investigate a suspected unlawful activity.

ACCESS TO AND CORRECTION OF INFORMATION WE HOLD ABOUT YOU

Upon your request, Secure Recruit Ltd will provide you with access to your personal information unless there is an exception which applies under the General Data Protection

Regulation, Data Protection Act 2018 and The Privacy and Electronic Communications - EC Directive - Regulations 2003. If we deny such access, we will tell you why.

Secure Recruit Ltd may recover any reasonable costs incurred in providing you access to the requested information.

To request access to your personal information, please contact Secure Recruit using one of the contact options provided in our Privacy Promise.

If you are a Secure Recruit Registered User, you can access your registered profile at any time.

KEEPING INFORMATION UP TO DATE

The Learning People strives to ensure that the information we hold about you is accurate, complete and up to date at all times.

If the personal information we hold about you is inaccurate, incomplete, or no longer up to date, or you wish for your details to be removed from the website, please contact us at enquiries@secure-recruit.co.uk so that we may take reasonable steps to address this and/or discuss alternative options with you.

Storage and security of your personal information

Secure Recruit Ltd takes reasonable steps to protect the security of your personal information in accordance with this Privacy Promise.

Secure Recruit Ltd regularly reviews and implements new security and encryption technologies. Unfortunately, no data transmission over the internet can be guaranteed to be totally secure.

Whilst Secure Recruit strives to protect such information, we cannot ensure or warrant the security of any information you transmit to us or obtain from our online products or services.

Accordingly, use is at your own risk.

Once any personal information comes into our possession, we will take reasonable steps to protect that information from misuse and loss and from unauthorised access, modification or disclosure.

In the event of a personal breach we have in place procedures to ensure that the effects of such breach are minimised and shall liaise with the ICO and with you as appropriate.

More information is available from the data protection officer and or business manager.

LINKS TO OTHER WEBSITES

Secure Recruit's website does not currently contain any links to any other websites.

If there are any changes regarding this, you will be informed, and our privacy statement will be updated.

DESTRUCTION OF YOUR PERSONAL INFORMATION

Secure Recruit Ltd will take reasonable steps to destroy or de-identify any personal information about you once the information is no longer required for the purposes for which it was collected or as authorised or required by law.

CHANGES TO SECURE RECRUIT LTD'S PRIVACY STATEMENT

From time to time, Secure Recruit may make changes to this Privacy Promise.

Accordingly, we encourage you to periodically review this promise to remain informed about how we collect and protect your personal information.

Your continued use of Secure Recruits website constitutes your acceptance of the collection, use and disclosure of your personal information to the extent outlined in this Privacy Promise as amended from time to time.

For further information about the protection of your privacy, please visit the Information Commissioner's Office website at www.ico.gov.uk

Feedback and questions about privacy and Secure Recruit's website

Secure Recruit Ltd welcomes ideas and feedback about all aspects of Secure Recruit's website. This feedback may be used to administer and refine the services we provide and may be shared with Secure Recruit's partners either in aggregate form or with specific identifying characteristics removed.

If you have any questions regarding this Privacy Promise, practices of Secure Recruit's website or your dealings with Secure Recruit, you can contact us in the following ways:

Email: Hassan@secure-recruit.co.uk, Business Manager

Phone: 02039600006 or 02035660381

Registered address:

UK office
Kemp House
160 City Road, London
EC1V 2NX

For information on Secure Recruit Ltd ICO registration please contact the Information Commissioner's office, details available at www.ico.org.uk

