

Online Privacy Notice

1 Introduction

- 1.1 This is the privacy policy of Onside Appointments Limited which is registered in England and Wales with company registration number 6090177.
- 1.2 Onside Appointments Limited takes your privacy seriously and this policy explains how and for what purposes we use the information collected about you via www.onside-appointments.co.uk (referred to below as the "Site"), how you can instruct us if you prefer to limit the use of that information and the procedures which we have in place to safeguard your privacy.
- 1.3 This policy applies to any personal data collected and used by us over the Site. Please read it carefully. By using the Site and any recruitment services ("the Services") we offer via the Site, you are agreeing to be bound by this policy in respect of the information collected about you via this Site.

2 Personal information collected

- 2.1 We will collect and hold (in hard copy and computer readable form) the following personal information supplied by you:
 - 2.1.1 name, user name, gender, date of birth;
 - 2.1.2 e-mail address, postal address, telephone number; and
 - 2.1.3 the information you supply to us on your CV (including without limitation sensitive personal data)
- 2.2 Although it is not compulsory to give us this information, without it we may not be able to provide you with the full range of Services which the Site has to offer.

3 Use of this information

- 3.1 We will use this information in order to:
 - 3.1.1 send you information about our Services;
 - 3.1.2 contact you about our Services;
 - 3.1.3 verify your identity;
 - 3.1.4 carry out marketing analysis and make general improvements to our Site;
 - 3.1.5 obtain your views or comments on the services we provide

4 Your consent

- 4.1 By submitting your personal information you consent to the use of that information as set out in this policy. If we change our privacy policy we will post the changes on this page, and may place notices on other pages of the Site, so that you may be aware of the information we collect and how we use it at all times. We will also email you should we make any changes so that you may consent to our use of your information in that way. Continued use of the Site and of the services we provide will signify that you agree to any such changes.
- 4.2 Whilst we will not ordinarily seek any "sensitive personal data" (e.g. relating to race/ethnicity, health and/or disabilities, criminal convictions), if you choose to provide any such data to us, you giving us your explicit consent to the processing of such data in accordance with this policy.

5 Sharing this information

- 5.1.1 We may transfer your personal information to our prospective employers and/or clients but we will take all reasonable steps with the aim of ensuring that your privacy rights continue to be protected.
- 5.2 In addition we may pass your information onto one of our carefully selected business partners or to other carefully selected third parties to enable them to send you information which may be of interest to you but only if you have given us permission to do so. You can tell us to stop this at any time by sending an e-mail to datamanager@onside-appointments.co.uk

- 5.3 Owing to the global nature of the internet infrastructure and as part of the Services offered to you through the Site, the information you provide may be transferred to countries outside the European Economic Area (including but not limited to the United States of America) that do not have similar protections in place regarding your data and its information.
- 5.4 We will not disclose or transfer any of your personal information to other persons or prospective employees without your permission unless we are required or permitted by law to do so (for example, if required to do so by a court order or for the purposes of prevention of fraud or other crime).

6 Information automatically collected from your computer

- 6.1 IP addresses: when you visit the Site our web server automatically records your IP address.
- 6.2 We may also gather other non-personal information (from which we cannot identify you) such as the type of your internet browser which information we may use to provide you with a more effective service.

7 Cookies

- 7.1 When you visit the Site we may store some information (commonly known as a “cookie”) on your computer. Cookies are pieces of information that a website transfers to your hard drive to store and sometimes track information about you. Cookies are specific to the server that created them and cannot be accessed by other servers, which means that they cannot be used to track your movements around the web. Passwords and credit card numbers are not stored in cookies. A cookie helps you get the best out of the Site and helps us to provide you with a more customised service. We use cookies for the following purposes:
 - 7.1.1 so that you will not have to re-enter your details each time you visit the Site;
 - 7.1.2 to track how our site is used and to improve and update our content;
- 7.2 You can block or erase cookies from your computer if you want to (your browser's help screen or manual should tell you how to do this), but certain parts of the Site are reliant on the use of cookies to operate correctly and may not work correctly if you set your browser not to accept cookies.

8 Information about other services

- 8.1 From time to time we may send you information about our Services which we think may be of interest to you.
- 8.2 You can tell us to stop this at any time by sending an e-mail to datamanager@onside-appointments.co.uk
- 8.3 Also, as mentioned above, we may pass your information onto one of our business partners or to other selected third parties to enable them to send you information which may be of interest to you but only if you have given us permission to do so. You can tell us to stop this at any time by sending an e-mail to datamanager@onside-appointments.co.uk

9 Changes to your details

- 9.1 We aim to ensure that our information about you is as accurate as possible and not held for longer than necessary.
- 9.2 If you would like to review or change the details you have supplied us with, please contact us by sending an email to datamanager@onside-appointments.co.uk or by sending a letter to Onside Appointments Limited, 2 Jardine House, The Harrovian Business Village, Bessborough Road, Harrow, HA1 3EX.

10 Security

The internet is not a secure medium. However, we have implemented technology and policies to safeguard your privacy from unauthorised access and improper use.

We also keep your information confidential. Our internal procedures cover the storage access and disclosure of your information.

11 Linking to third party websites

- 11.1 We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our Site and recommend that you check the policy of each site you visit and contact its owner or operator if you have any concerns or questions.
- 11.2 If you linked to this Site from a third party site, we cannot be responsible for the privacy policies and practices of the owners or operators of that third party site and recommend that you check the policy of that third party site and contact its owner or operator if you have any concerns or questions.

12 Contact us

- 12.1 If you make a written request to the Data Protection Manager, you are entitled to receive a copy of your personal information held by us. The processing of requests may be subject to a reasonable administrative fee and such requests may be made at reasonable intervals.
- 12.2 If at any time you would like to contact us with your views about our privacy practices, or with any enquiry relating to your personal information, you can do so by sending an e-mail to us at datamanager@onside-appointments.co.uk or write to us at Onside Appointments Limited, 2 Jardine House, The Harrovian Business Village, Bessborough Village, Harrow, HA1 3EX.