

Privacy Policy

eXactitude Resourcing Limited (Co registration number 07850187) (which throughout this policy also will encompass the trading name KnoxRecruit for the office support specialism of eXactitude Resourcing Limited) is a recruitment business which provides work-finding services to its clients and work-seekers. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, eXactitude Resourcing Limited acts as a data controller.

You may give your personal details to eXactitude Resourcing Limited directly, such as on a job application or via our website, via an enquiry over e-mail, or we may collect them from another source such as a jobs boards, LinkedIn and social Media. The Company must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following policy.

Queries or requests to delete data:

To request the deletion of your data or for any queries about this privacy notice or any of the procedures set out in it, please contact in writing: Nick Tout, Director, eXactitude Resourcing Limited, City Business Centre, Suite 101, Unit 16, Hyde St, Winchester SO23 7TA or email nick@exactitude.net.

You may request details of personal information which we hold about you under the Data Protection Act 1998. You may also require eXactitude Resourcing Limited to change incorrect or incomplete data. If you would like a copy of the information held on you, or would like data changed, please write to us as per the previous paragraph. eXactitude Resourcing Limited will look to deal with your queries as soon as possible and no longer than one month in line with legislation.

Where is data held? What Information Will We Collect? How Will We Use It?

eXactitude Resourcing Limited uses third party suppliers to provide services critical to running the business. These include a CRM System Provider and IT Service Provider. Your information will be stored / shared with these providers where necessary to provide our recruitment services.

Information collected by eXactitude Resourcing Limited will include both personal data, such as your name and contact details; and sensitive personal data, such as information provided on your CV. This information will be stored, processed, used and disclosed by us in the following ways:

- To provide our recruitment services to you and to facilitate the recruitment process;

- To assess suitability against job vacancies;
- To send your information to clients in order that they may assess suitability for jobs;
- To enable you to submit updated CVs in the future;
- To enable marketing of recruitment services to you, for the purpose of improving service and providing added value solutions;
- To send you details of salary reports, market insights, networking and

client events which are thought to be of interest to you;

- To answer questions and enquiries;
- To provide information to an employer after a successful selection process for contractual documentation to be prepared;
- To third parties where we have retained them to provide services that you or our client have requested; such as references, qualifications and criminal reference checking services;
- Verification of the details you have provided from third party sources, psychometric evaluation or skills tests;
- To regulatory or law enforcement agencies if it is believed in good faith that we are required by law to disclose it in connection with the detection of crime, the collection of taxes or duties, to comply with any applicable law or order of a court of competent jurisdiction, or in connection with legal proceedings;
- To, on an anonymised basis, monitor compliance with equal opportunities.

- To compile, on an anonymous basis, market insight and data reports concerning employment trends.

We reserve the right to transfer your information to a third party in the event of a sale, merger, liquidation, receivership or transfer of all or substantially all of the assets of our company provided that the third party agrees to adhere to the terms of this Privacy Policy and provided that the third party only uses your Personal Data for the purposes that you provided it to us. You will be notified in the event of any such transfer and you will be afforded an opportunity to opt-out.

How Long Will You Hold My Data For?

We are required by law to hold your information for as long as is necessary to comply with our statutory and contractual obligations and in accordance with our legitimate interests as a data controller.

We will use reasonable endeavours to ensure that your Personal Data is maintained and up to date. However, you are under a duty to inform us of any/all changes to your Personal Data to ensure that it is up to date and we will update or delete your Personal Data accordingly.

eXactitude Resourcing Limited will hold your data on file after the end of the relevant recruitment process to maintain the business relationship.

Personal Data is held because of work we have undertaken or are currently engaged in a work finding services, or because we believe that candidates and clients may be interested in receiving material from us about our business and services. As such we hold client and candidate contact details and the history of our relationship. This allows us to manage our relationships effectively and enables individuals to instruct a vacancy search of hiring process most effectively.

How eXactitude Resourcing Limited protects data?

eXactitude Resourcing Limited takes the security of your data seriously and have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper perform

mance of their duties. All information you provide to us is stored on secure servers and the necessary steps are taken, including putting in place adequate technical and organisational measures, to protect your personal information.

Sending Us Information Over The Internet

Your information is held on servers hosted by our CRM and Internet Services Provider. The nature of the internet is such that we cannot guarantee or warrant the security of any information you transmit to us via the internet.

How We Collect and aggregate Information About Visitors to Our Websites We reserve the right to collect information about the way jobseekers and visitors use our website to improve our services. We do not use information gained in this way in a way that any

individual can be identified, and only use it to understand our users better, and to determine aggregate trends, and most popular pages viewed.

Cookies

A cookie is a small data file which is sent from a web server to a web browser when that browser visits the server's site.

Cookies are used on our website to remember your login to track web traffic on an aggregate basis (i.e. no individuals are identified), to track campaigns and to keep session information such as your last search. Most browsers allow you to turn off cookies.

However, switching off cookies will likely restrict your use of our website.

Links to Our Websites

Please note that clicking on links and banner advertisements and RSS feeds may result in your transfer to another website, where data privacy practices may be different to this privacy policy. It is your responsibility to check other website privacy policies to ensure that you are happy for your personal information to be used in accordance with those third parties privacy policies. We accept no responsibility for and have no control over third party websites, links, adverts or RSS feeds or information that is submitted or collected by third parties.

Note

We may change this notice and if we do we will update this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1.5.18.