

Privacy Policy

This privacy policy sets out how Alexander Daniels Limited (the Company) will collect the personal details that you provide to us on our website for the purposes of providing you with recruitment services and/or information. In providing such recruitment services and/or information to you we will only use your personal data in accordance with the terms of the following statement.

This statement sets out below:-

1. How the Company collects your personally identifiable information through the website.
2. How the Company uses this information.
3. Who the Company may share the information with and for what purpose(s).
4. What choices are available to you regarding collection, use and distribution of your information.
5. The kind of security procedures that are in place to protect the loss, misuse or alteration of information collected through the Company's website
6. How you can correct any inaccuracies in the information collected through the website.

If you feel that this company is not abiding by its posted privacy policy, you should first contact Ian Mourbey at info@alexanderdaniels.co.uk.

Information Collection and Use

The Company collects information from our users at several different points on our website. The Company is the sole owner of the information collected on this site. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

Registration

We request information from you on our online registration forms. Here you must provide contact information, your CV, your skills, qualifications and experience and information regarding the type of work you are seeking. This information is used to enable us to provide you with work-finding services. If we have trouble processing your application, this contact information is used to get in touch with you. The Company will not use this information for any other purpose, until you have officially registered with the Company over a meeting or telephone interview with one of our Consultants and given your specific permission.

Cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and



ALEXANDER DANIELS

Professional Recruitment Group

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www.alexanderdaniels.co.uk

delete them, visit www.aboutcookies.org or www.allaboutcookies.org. Please note that in a few cases, some of our website features may not function if you remove cookies from your browser.

Log Files

We use IP addresses to analyse trends, administer the site, track users' movements and to gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

Sale of Business

If the Company's business is sold or integrated with another business, your details may be disclosed to our advisers, and any prospective purchasers and their advisers, and will be passed on to the new owners of the business.

Links

This website contains links to other external websites. Please be aware that once you have used these links to leave our site, the Company does not have any control over that other website. We encourage you to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by the Company's website.

Security

The Company takes every precaution to protect our users' information, including the use of firewalls.

Only employees who need the information to perform a specific job (for example, our Consultants and Administrators) are granted access to your information.

The Company uses all reasonable efforts to safeguard your personal information. However, you should be aware that the use of the internet is not entirely secure and for this reason the Company cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the Internet.

If you have any questions about the security at our website, you can send an email to Ian Moubey info@alexanderdaniels.co.uk

Notification of Changes

If we decide to change our privacy policy, we will post those changes on our Homepage so our users are always aware of what information we collect, how we use it and under circumstances, if any, how we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

This policy was last updated on 11th July 2017.



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Complaints or Queries

The Company tries to meet the highest standards when collecting and using personal information. We take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

If you wish to complain about this policy or any of the procedures set out in it please email Ian Mourbey info@alexanderdaniels.co.uk.



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