



DATA PROTECTION POLICY

Skillfinder International is committed to protecting the privacy of our candidates, clients and users of our website. This privacy policy sets out how and why we obtain, store and process data that we collect.

We are registered with the Information Commissioner's Office who is the government body that enforces organisations to comply fully with the Data Protection Act 1998 ("DPA"). Therefore, we ensure all the information you provide us is processed in accordance with the DPA.

The information we collect and how we use it

Skillfinder International may collect your personal details, including but not limited to your name and contact details (along with your email address) and other relevant information from your CV. We may also be required to carry out background checks that may include sensitive personal information, such as details of criminal convictions.

Here are some of the ways in which your information could be used:

- To enable us to give you the best user experience.
- To provide our services to you.
- To provide and maintain our business relationship.
- To enable you to submit your CV for general online applications.
- To send information to prospective employers or clients in connection with recruitment or service provision.
- To fulfil contractual obligations with our clients.
- To third parties where we have retained them to provide services that the client has requested, such as reference, qualification checking services, psychometric evaluations or personality profiles. These third parties also comply with similar undertakings of privacy and confidentiality.
- To respond to enquiries, feedback and complaints.

Please note we reserve our right to pass your information to any third party we deem appropriate, and we may also disclose or access your details if required to do by law or by any government body.

T +44 (0)203 763 9500 **www.skillfindergroup.com** **E** info@skillfindergroup.com

Skillfinder International, 6th Floor, 50 Mark Lane, London, EC3R 7QR

Skillfinder International is the trading name of IT Skillfinder Limited – Incorporated in England & Wales

Company Registration No: 4974279 VAT Registration No: 832 2155 58



Security

Keeping personal information about you is extremely important to us at Skillfinder International, and whilst we seek to protect your personal information, we must confirm that no transmission over the internet can be guaranteed as 100% secure. Therefore, whilst we cannot guarantee the security of any information that you send us, we give our assurance that we take all precautions to protect personal information and take our responsibilities very seriously.

Access

You have the right at any time to ask us for a copy of the personal information we hold about you. All you have to do is request it in writing, although we may ask you to verify your identity, and for more information about your request. We also have the right to charge an administration fee for this service. Where we are legally permitted to do so, we may refuse your access request and will give you reasons for doing so.

How long do we hold your information?

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

We regularly review the way in which your personal data is maintained and stored, and that it is secure and up to date.

Do we disclose any information to outside parties ?

We do not sell, trade or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our business, or servicing you, so long as those parties agree to keep this information confidential.

Changes to our Privacy Policy

This privacy policy may be changed by Skillfinder International at any time. If we change our privacy policy in the future, we will advise you of any changes or updates to our privacy policy on our website.

T +44 (0)203 763 9500 **www.skillfindergroup.com** **E** info@skillfindergroup.com

Skillfinder International, 6th Floor, 50 Mark Lane, London, EC3R 7QR

Skillfinder International is the trading name of IT Skillfinder Limited – Incorporated in England & Wales

Company Registration No: 4974279 VAT Registration No: 832 2155 58



Your consent

By using this website, you consent to our privacy policy.

Contacting us

If there are any questions regarding this privacy policy, please contact:

Tracey Stone
Data Protection Officer
Skillfinder International Limited
6th Floor, 50 Mark Lane,
London, EC3R 7QR
tstone@skillfinder.com

T +44 (0)203 763 9500 **www.skillfindergroup.com** **E** info@skillfindergroup.com

Skillfinder International, 6th Floor, 50 Mark Lane, London, EC3R 7QR

Skillfinder International is the trading name of IT Skillfinder Limited – Incorporated in England & Wales

Company Registration No: 4974279 VAT Registration No: 832 2155 58