



Privacy Policy and Cookie Policy

Last updated: May 21, 2018

This Privacy and Cookie Policy (the "Policy") becomes effective on **May 25, 2018** for all users, subject to the EU General Data Protection Regulation (including, without limitation, the "EEA Resident Rights") becoming effective on **May 25, 2018** for all EU-resident users who are natural persons.

We, Caresoft Global Ltd, A company registered in England and Wales under the company number 06442227 with office at Suite1, 3rd Floor, Acorn House, Great Oaks, Basildon, Essex, SS14 1AH bearing the ICO registration number CSN3427702 ("Caresoft Global", "We", or "Us") act as the data controller and data processor when processing your data.

In this policy, we explain how we collect, process, use the information we receive via our recruitment website URL "<https://recruitmentuk.caresoftglobal.com>" ("Website"), emails we send, emails we receive and physical copies of any information that we choose to store in digital form (the "Platform") that refer to this Policy, as amended from time to time with and without notification to our users. This document also describes how we collect, process, use, share, store and delete the personal information you provide to us and this document also explains your rights with respect to your data that we use, process, share, store and delete. For the purpose of this policy, personal information shall mean all information that can be identified to a person.

Exception

This Policy is applicable only to the information we collect, and process using the Platform and does not refer to information collected outside the Platform, such as offline sources, other websites and word of mouth.

Information we collect about you from the Platform

We collect information about you to provide our recruitment services which at times may involve recruitment consultation and advisory services that help you find the right job. This

makes collection, using and, processing your data very essential for us to provide effective services and fulfilling the business relationship established between us.

When you fill out any of our forms such as resume submissions forms, registration forms and/or provide us with your personal information, we collect the information that is required for us in fulfilling the business relationship between us in accordance to this policy. A limited list of avenues we collect your information is as follows

1. Creating an account with us in the Platform
2. Completing an online form in the Platform to use any of our services
3. Uploading your resume into the Platform
4. Contacting us for any assistance such as customer support or general enquires

What we collect and what we do with it?

Depending on how you use the Platform, the quantity and the type of information we collect about you may vary. The information we collect for each purpose will be essentially to complete that very purpose for which the information is being collected.

We collect information that you submit using the Platform. The information may include, your name, your phone number, your postal address, your employment data, your current and past salary and benefits information. We also may collect information based on the actions you take while using the Platform, such as your search behaviour while searching for jobs inside the Platforms and the information related to the jobs you choose to apply by furnishing your information required for that job.

We may share some information we collect from you to specific companies that are essential to fulfill the responsivity of our relationship. For example, recruiting end clients, agencies for Payroll processing, agencies and government departments for Auto Enrolment Pension Processing However you will be advised accordingly before we share this information.

Information we get about you from Social Media

If you connect to our Platform using any of the social media accounts such as Facebook, Google or LinkedIn (collectively “Social Media Websites”), we will receive to the extend made possible by the services provider of the Platform, the data you have authorized the Social Media Website to share with us which may include your Name, Birthday, School and Colleges you attended, your preferences of any kind, email address and any other information that is made available to us in the Platform form your action. This information received about you from Social Media Websites, from your actions will also constitute personal information and all such information shall also be subjected to this Policy.

If you use the Platform using any other means, other than directly accessing the Platform using your own information or using your Social Media Website accounts, such as accessing the Platform using a third-party service, then the information you share in such third-party services all be subjected to their own Privacy policies or equivalent. You have the ability to disconnect your Social Media Website account and your account with our Platform. Please refer the privacy documentation of your Social Media Website.

Information under Article 9 of EU GDPR

We will not in any ordinary course of business collect and process any special categories of your personal data such as your personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation. Such information may be shared involuntarily or voluntarily upon your concurrence from a Social Media Website which you choose to login into our Platform. In such cases, we will subject such information to this Policy.

Information we collect automatically by your use

When you visit our Platform using your computer, mobile phone, tablet or any other electronic device with a web browser or a mobile application, your device is automatically providing information to us about your browsing behavior and technical information such as IP address(es), device identifiers such as make and model of the device, type and version of the web browser, operating system inside the device. The information we collect might reflect usage information and data about your browsing behavior such as pages visited, time spent on the Platform, page hits and location data as allowed by your device.

Cookies and other tracking technologies

Our platform might use Cookies and other tracking technologies as provided by the service provider or vendor of the Platform and from third-parties such as web analytics providers. We use Cookies to remember users, authenticate and to collect data on your browsing sessions, such as time spent on the platform. You can choose to disable or limit the use of Cookies and other tracking technologies by choosing the appropriate settings inside your web browser.

What are Cookies?

Cookies are small pieces of data stored on your computer, phone or tablet when you visit a web page. Some Cookies and web beacons are also called “Flash Cookies” and collectively Cookies and Flash Cookies are used to enhance the experience of the visitor to the website.

Some Cookies we use might remain persistent to main your session and maintain your authentication as a user of the Platform

Information from Log Files and Devices

Log files information is also collected as reported by your browser or the mobile application you used to access the Platform. These include, Internet Protocol (“IP”) address, browsers, hyperlinks clicked, pages viewed and exit pages. We might also collect information about the device you used to visit and use the Platform, such as PC, iPhone, iPad etc. We will collect this information as part of our web analytics to analyze user behavior to better tailor our services for you.

How do we use the information we collect from you?

We use the information we collect to provide our services in the most efficient and secure manner and such collection of information is essential for us to fulfill our relationship. We use the information that we collect from you and from all other users of our Platform to customize and optimize the Platform to make its use better and efficient. We use your information to save, share and send your application to the recruiting end clients.

We also use your information to resolve issues, grievances and conduct data analysis to prepare reports on business performance.

We use your information to communicate with you and/or initiate communication on your behalf with third-parties.

We will disclose your information if we believe that such disclosures are necessary to comply with the law, to response to warrants and to cooperate with any legal proceedings. Such actions can also be denied by us in order to safeguard your rights as per law and as a user of the Platform. Such disclosure will be made only to comply with the relevant law.

Your information can also be transferred to a third-party in case of material reorganization of our company resulting in change in management control or in the event of acquisition of our company by another company or investing party/parties. Such transfers of data shall be done in full compliance to the law and your rights as per the EU GDPR shall be protected.

Supervision for minors

We require all users of our Platform to be 18 or older. If you are younger than 18 years of age or a minor in your jurisdiction or a minor as per local law, please access the Platform under the direct supervision of a parent or a guardian.

Your rights as an EU/EEA resident

As a resident of European Union and/or European Economic Area, you have the following rights towards safeguarding your data as per GDPR

1. You can access and modify any of your information that is available with us at the time of access by contacting us. However, there may be certain set of information such as your name, date of birth that might reappear once you sign back into our Platform using your Social Media Website.
2. You can opt-out or totally refrain from receiving any marketing communication from us.
3. You can ask us not to collect any of your personal information from any point in time.
4. You can ask us to totally delete and destroy all copies of your information with us.
5. You have the right to file a complaint against us, if you believe we have acted in breach of this Policy

How long do we need to keep your information?

We would require keeping your information for access, use and processing only for the duration of your relationship. The duration of retention of your information is dependent on specific contracts we might have entered into, legal and regulatory requirements, potential litigation and to protect our intellectual properties.

As per policies and norms and unless specified by you or by a legal order, we choose to keep your resume for 3 years from the time we have last contact with you regarding job opportunities and we will retain your personal information for 6 years after your last day of employment if you got placed by us.

When we no longer need to store your information for any reason or when you ask us to delete your information, subject to legal compliance, we will remove all information and all identifiers to that information.

We will never ask for your passwords for any reason.

We may revise this Policy from time to time to reflect the current requirements of the law and also to strengthen our compliance. The revised policy will become effective immediately as of the effective date for all unregistered users, current registered users and future registered users.

All updates to the Policy will be notified to you if you choose to opt-in to receive such updates. All updates to the Policy will be notified on the Platform applicable.

Contact Data Controller

Our designated Data Protection Officer/Appointed Person is Mel Scott, who can be contacted at mels@caresoftglobal.com

Additional Information

Since most of our recruitment services are managed by a system provided by EPLOY, please refer EPLOY's GDPR policy here: <https://www.employ.co.uk/information/privacy/> . Please note, this link may change without prior notification to us or to you.