



Privacy Policy

Data Protection

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting www.FindMyExpert.com you are accepting and consent to the practices described in this policy.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is FindMyExpert Ltd Data Controller Number ZA287674

FindMyExpert.com, Registered Address: 2 Orbital Court, Peel Park, EastKilbride, Glasgow, Scotland, G74 5PH. Registered No. SC578477 ("FindMyExpert") is a leader in the recruitment industry and we want to reassure you that we take the collection, use and retention of your personal information seriously and below we specify how we use the information we have about you.

Collecting and using your information

Our main aim is to provide our recruitment services to you and to facilitate the recruitment process in a way that your personal information is held in the strictest regard. In order to fulfill our legal and business obligations we collect your Personal Data such as your name, address, company details, telephone numbers, email address and, if you are a candidate, information you supply to us on your CV.

For our **Candidates**: Your information will be retained by us, processed and disclosed by us to allow us to provide the services that you request from us in the following ways:

- To allow you to submit a CV and to apply for jobs advertised on our websites and for clients to post a job;
- To facilitate the recruitment process (matching your personal details to job opportunities);
- To forward to our clients personal details and CV's of suitable candidates;
- To keep you informed of job opportunities or suitable candidates which we think may be of interest to you;
- To keep you informed of job opportunities internally within the FindMyExpert group;
- To allow you to subscribe to our Jobs by Email service. This service will allow you to receive details of latest jobs via e-mail which are relevant to your sector and professional experience. Where you are sent details of a job via Jobs by Email service, you will be able to unsubscribe from such updates;
- To preserve our business relationship with you as a user of our website;
- To keep you informed of the products and services (relevant to your sector and your professional interests) offered by us or our group companies via relevant marketing communications. These could include information about recently registered

candidates/consultants, client workshops we are arranging, market updates, new software or training courses that may be of interest to you;

- To carry out our obligations arising from any contracts entered into between you and us. As a result, your information will be accessible to and processed by our recruitment consultants, responsible management, human resources, accounting, audit, compliance, information technology, legal and other corporate staff, only if they have a legitimate business need to do so in providing services to us;
- To notify you about changes to our service;
- To any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006;
- To third parties in the event that our business merges with or is bought by another business or company, in which case we may disclose your personal data to that organisation;

For Our **Clients**: Your information will be retained by us, processed and disclosed by us in the following ways:

- To allow candidates to submit a CV, to apply for jobs advertised on our websites and for clients to post a job;
- To facilitate the recruitment process (for candidates: matching your personal details to job opportunities, for clients: matching your company's requirements with candidates/ consultants details on our database);
- To forward to you personal details and CV's of suitable candidates;
- To keep you informed of suitable candidates which we think may be of interest to you;
- To keep candidates informed of job opportunities internally within the BettingJob's group;
- To allow candidates to subscribe to our Jobs by Email service. This service will allow candidates to receive details of latest jobs via e-mail which are relevant to their sector and professional experience;
- To preserve our business relationship with you as a user of our website, client or candidate;
- To carry out our obligations arising from any contracts entered into between you and us. As a result, your information will be accessible to and processed by our recruitment consultants, responsible management, human resources, accounting, audit, compliance, information technology, legal and other corporate staff, only if they have a legitimate business need to do so;
- To notify you about changes to our service;
- To third parties in the event that our business merges with or is bought by another business or company, in which case we may disclose your personal data to that organisation;

Other than the information you provide to us there is information which we collect about you. Each time you visit our site we will automatically collect the following information:

- Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, type zone setting, browser plug-in types and versions, operating system and platform;
- Information about your visit, including the full Uniform Resource Locator (URL), clickstream to, through and from our site (including date and time), services you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-

overs), methods used to browse away from the page and any phone number used to call our customer service number;

- We will also receive information about how you use any of the other websites we operate or the other services we provide.

By using this website and entering your Personal Data, you consent to processing and use of your data as described in this privacy statement.

We will use the information which we collect about you when you visit our site to:

- Administer our site and for internal operations including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- Improve our site to ensure that content is presented in the most effective manner for you and for your device;
- Allow you to participate in interactive features of our service, when you choose to do so;
- As part of our efforts to keep our site safe and secure;
- Measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
- Make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.
- When you visit our web site our web server stores the IP address of your Internet Service Provider and the date and duration of your visit.

Rights of access, modification and objection

You have rights in regard to how your personal data is processed.

Please contact your recruitment consultant in the event that:

- You have any queries about the information that we hold about you;
- You wish to inform us of any changes to your information or wish to correct the information we hold about you;

Please contact info@FindMyExpert.com, in the event that you have any requests with regard to our processing of your personal data.

If you decide at any time that you no longer wish to receive marketing emails from us or our group companies, please either email info@FindMyExpert.com, or follow the unsubscribe link in one of our marketing email messages to you. Please note that if you opt out of receiving marketing emails from us we may still use your information to assist you in your search for a role or to fill a job vacancy unless you tell us otherwise.

If you do not wish us to hold your information, you are entitled to tell us at any time.

If you wish to access the information which we hold about you, you can exercise this right at any time in accordance with the Act. Any request for this information will be subject to a £10 fee to meet our costs in providing this information.

Sharing your Information

We want to provide as full a service as possible and support you in your recruitment needs. Therefore, your information may be accessible by our other offices and FindMyExpert

companies subject to strict security controls. Details of our office locations can be viewed at <http://www.FindMyExpert.com>.

Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them see our [Cookie policy](#).

Data quality

We rely on you to ensure that your information is complete, accurate and current. Please do inform us promptly of any changes to your information.

Data retention

We hold your data with a view to providing future recruitment services to you and to manage our business relationship with you. In the event that the business relationship ceases we confirm that we will delete personal data in accordance with our internal data retention policies and our legal obligations.

Security measures

We have technical and organisational security measures in place to ensure the security of your information and to protect it against deliberate or accidental manipulation, destruction, loss or unauthorised access.

Storing your data

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our candidates/clients. This includes staff engaged in, among other things, the performance of the services and the processing of your payment details. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy and the Act.

Changes to this Policy

Any changes we make to our privacy policy in future will be posted on our website. We encourage you to check the date of our privacy policy whenever you visit our website for any updates or changes.