

PRIVACY POLICY

For

ACCORD APPOINTMENTS LTD

This privacy policy sets out how Accord Appointments Ltd. uses and protects any information that you give Accord Appointments Ltd. when you use this website.

Accord Appointments Ltd. is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Accord Appointments Ltd. may change this policy from time to time by updating 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 10/01/2018.

What we collect

We may collect the following information:

- name and job title
 - contact information including email address
 - demographic information such as postcode
 - other information relevant to recruitment services
 - employment history
- We use cookies to help provide a better website experience to user.

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- internal record keeping.
- we may use the information to improve our services.
- we may periodically send promotional emails or texts about new vacancies, special offers or other information which we think you may find interesting using the email address / mobile phone number which you have provided.
- from time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail. We may use the information to customise the website according to your interests.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information having previously agreed to us using it for direct marketing purposes. You may change your mind at any time by writing to or emailing us at admin@accordappointments.co.uk

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. We may use your personal information to send you promotional information about third parties which we think you may find interesting but will seek your permission first.

You may request '**CANDIDATES RIGHT TO WITHDRAWAL**' by completing the PROFORMA to remove your personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you, please write to The

Data Administrator,
Accord Appointments Ltd.,
17a Market Place
Romsey Hampshire
SO51 8NA.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.