



## EFFECTIVE PERSONNEL SOLUTIONS

**IMPORTANT:** The General Data Protection Regulation (GDPR) will apply in the UK from 25 May 2018. It will replace the 1998 Data Protection Act and introduce new rules on privacy notices, as well as processing and safeguarding personal data.

### Privacy policy

This privacy policy sets out how Effective Personnel Solutions uses and protects any information that you give Effective Personnel Solutions when you use our website or forward your CV to us.

Effective Personnel Solutions is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Effective Personnel Solutions 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 25 May 2018.

### What we collect

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- your CV
- relevant ID to comply with employment law

### What we do with the information we gather

We require this information to understand your needs and provide you with relevant job vacancy information.

### 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.

The information you have sent to us will not be shared with anyone without first obtaining your explicit consent. Any information sent to us during the course of your job search will be used solely for the purpose of progressing your applications. Please advise us if you find a new job vacancy and we will remove your details from our system and cease sending information to you.

We have installed Sophos Intercept X. It works alongside our existing Sophos antivirus protection to provide advanced anti-malware, anti-exploit and anti-ransomware protection – keeping us safe from the latest data-stealing attacks. **All paper copies are collected and shredded by an authorised company.**

### Controlling your personal information

**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 job vacancy information which we think you may find interesting if you tell us that you wish this to happen. You may request details of 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 email [admin@effectivepersonnelsolutions.com](mailto:admin@effectivepersonnelsolutions.com). If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.