

PRIVACY POLICY

At Burlington Wellesley Search ("Burlington Wellesley Search"), protecting your privacy is very important to us. Our goal is to treat the personal information you provide to us with the utmost respect, and in accordance with this Privacy Policy. This Privacy Policy explains how personal information about you may be collected, used, or disclosed as a consequence of your activities on this Site. We urge you to read it carefully.

By accessing, using and/or downloading materials from or sending or posting materials to, this Site, you agree on your own behalf and on behalf of each entity on whose behalf you act, to the terms of this Privacy Policy and to the practices for the collection, use or disclosure of your personal information as described here.

Please note that this Site is also governed by the Terms and Conditions of Use

WHAT INFORMATION DO WE COLLECT? ANONYMOUS BROWSING

You can visit this Site without telling us who you are or revealing any information about yourself, including your email address. In this case, our Web server may collect the name, address, the IP address and domain you used to access this Site, the type and version of browser and operating system you are using, and the web site you came from and visit next. This information is used by us and our business partners to measure the number of visits, average time spent, page views, and other statistics about visitors to this Site in general. We may also use this data to monitor site performance for systems administration purposes, to make this Site easier and more convenient to use and to report information in aggregate form to our advisors.

COOKIES

A cookie is a small piece of data sent from a website and stored on the user's computer by the user's web browser while the user is browsing. Cookies were designed to be a reliable mechanism for websites to remember stateful information (such as items added in the shopping cart in an online store) or to record the user's browsing activity (including clicking particular buttons, logging in, or recording which pages were visited in the past). They can also be used to remember arbitrary pieces of information that the user previously entered into form fields such as names, addresses, passwords, and credit card numbers. This cookie, by itself, doesn't tell us your email address or who you are. If you decide to register on-line with us, we may collect additional information to provide tailored job opportunities or other information to you (see Personal Information Collection below). In this case, we use cookies to recognize you on subsequent visits and make your on-line experience more convenient, unless prohibited by law. Please note portions of this Site will not function if you do not accept cookies.

PERSONAL INFORMATION COLLECTION

There are times when we may ask you for or you may choose to provide information about yourself or your business to assist us in meeting your various needs. This information may be used for the following purposes: answering your questions, providing you with services you have requested, giving producers and developers of the Site information that is useful in determining appropriate new features, content and services, to provide advertisers with aggregate, not individual, information about our customers, or informing you of additional services or job opportunities provided by Burlington Wellesley Search or by our business partners, that may interest you.

To provide these services, we may need to ask you directly to provide, among other things, your name, mailing address, postal code, email address and phone number ("Registration Information"). You may also elect to purchase one of our services. Purchasing services with us may require us to gather additional personal information (including credit or debit card information, where appropriate).

At times, we also conduct on-line surveys to better understand the needs, profiles, and experience of our visitors. You will be given the option to participate in such surveys. Unless you request to receive the results of the survey via email, no personal information is requested during such surveys and all information is used on an aggregated basis only. If, during the registration process, you indicate you would like us to keep you updated on new site developments and information about our services or about offerings from Burlington Wellesley Search, we will send you these updates by email.

If you contact Burlington Wellesley Search we may keep a record of that correspondence. We do not collect the email addresses of those who communicate with Burlington Wellesley Search via email. We use the information provided only so that we may respond to the email. We do not knowingly solicit information from children and we do not knowingly market our services to children.

When you provide personal information to us, we may communicate and disclose it to third parties for the purpose of fulfilling, servicing and completing your requests and the transactions related to it. These third parties may be in the UK or in other parts of the world. By registering with Burlington Wellesley Search, you agree that your information may be shared with third parties for the purpose of fulfilling, servicing and completing your requests and transactions related to it.

We may also aggregate statistics that we gather about the visitors to the Site, sales, traffic patterns, and services and provide these statistics to third parties; however, when we do, these statistics will not include any personal information that identifies individuals.

We may also use, disclose and communicate your personal information if required to do so by law including by an order of any court. Although we use all reasonable means to ensure that the information you provide to us is not used by third parties for purposes other than those described in this Privacy Policy, Burlington Wellesley Search is not responsible for any improper use of your personal information that is beyond our reasonable control.

CV COLLECTION

As part of the services we provide, you may choose to provide us with your CV, to be viewed by our consultants and staff members who access this Website. In addition to the provisions of this Privacy Policy, the collection, use and distribution of your CV is governed by the Terms & Conditions of Use.

HOW CAN YOU ACCESS AND UPDATE YOUR PERSONAL INFORMATION?

Your personal information is located on a server(s) operated by Invenias Limited. Burlington Wellesley Search provides you with the means to access, update, edit or delete the Registration Information and other personal information you have provided to us at any time on your own by going to your user account and changing or deleting your Registration Information and other personal information as desired. If you decide at any time that you do not want to receive any updates you have subscribed for just send an email message to info@burlingtonwellesleysearch.co.uk indicating your preference not to receive updates. If you are unsure

whether we have a record containing your personal information and would like to confirm whether or not we do, please send an email to info@burlingtonwellesleysearch.co.uk indicating all email addresses which you may have given us.

HOW IS YOUR PERSONAL INFORMATION SECURED AND PROTECTED?

Where Burlington Wellesley Search considers it appropriate, Burlington Wellesley Search uses encryption and/or authentication tools among other methods to protect certain web-based personal information. E-mails you send us are not necessarily secure when they are transmitted to us. If your communication is sensitive or includes confidential information such as a credit card number, you may want to provide it by post or via the telephone instead.

We instruct our employees with access to your personal information that it is to be used only in adherence with the principles set forth in this Privacy Policy and the laws applicable to each specific business. The only employees who have access to your personal information are administrative personnel. Employees who misuse customer personal information may be subject to disciplinary action.

WHAT IF WE CHANGE OUR PRIVACY POLICY?

Burlington Wellesley Search reserves the right to modify or supplement this Privacy Policy statement at any time. If we make any material change to this Privacy Policy, we will update this Site to include such changes and post a notice on our home page, for a period of 30 days, with a link to the updated Privacy Policy. Please read any such notice and the new policy statement. If you return to this Site after a period of more than 30 days, please check this Privacy Policy to confirm that you are aware of the details of the most recent update. Please look at the top of this Privacy Policy to check the date that it was updated and to confirm that you are familiar with the terms of the most recent update. Your continued use of this Site after we post such notice will constitute your acceptance of the new terms and their application to your use of this Site and the personal information disclosed for such use, including personal information previously furnished us, as if they were the initial terms, and your consent to the use of your personal information as described in this privacy policy and elsewhere at our Website. However, we will seek your consent if we want to use your personal information for purposes other than those you have agreed to previously.

WEBSITE LINKS

This Site may contain links to other sites, including those of our business partners, vendors and advertisers. While we try to link only to sites that share our high standards and respect for privacy, please understand that we are not responsible for the content of, or the privacy practices employed by, other sites.

PRIVACY POLICY WITH RESPECT TO USE OF CVS

As part of the services Burlington Wellesley Search provides, you are able to post your CV on our website. This section of Burlington Wellesley Search's general Privacy Policy applies to the use of your CV by Burlington Wellesley Search.

CVs are accessed by our consultants who seek to find you employment with third parties ("Third Parties"). Consultants are not permitted to disclose information outside our organization or beyond the Third Party, as

applicable. Recruiters are also required to have entered into an agreement with Third Parties that requires such Third Parties to use your CV solely for the purpose of filling a job within the Third Party for which the information was provided and not disclosing your CV outside the organization. However, although Burlington Wellesley Search deals only with reputable organizations, we cannot guarantee that all Employers and Third Parties will adhere to the limitations we impose on them. If at any time you would like your CV removed from our Website, you may do so by contacting info@burlingtonwellesleysearch.co.uk and stating you wish your CV to be deleted.

Although we use all reasonable means to protect your personal information, Burlington Wellesley Search is not responsible for any improper use of your personal information that is beyond our reasonable control.

Your CV when uploaded is converted in to various formats for our use only. These conversions are handled by an external datacentre server stack. Once conversion is complete your CV is then automatically deleted from that service. We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, the data company have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information. We may disclose your information if necessary to protect our legal rights or if the information relates to actual or threatened harmful conduct or potential threats to the physical safety of any person. Disclosure may be required by law or if we receive legal process. If these servers are breached we are not responsible for this and cannot be held liable.

ACCOUNT REMOVAL

You can remove your account and all your data from our system, simply email info@burlingtonwellesleysearch.co.uk