

Privacy Policy

The Company respects the privacy rights of the Candidates and Website Users and takes its responsibilities under the Data Protection Act 1998 (the "Act") seriously. This Privacy Policy explains how we use the information collected about you (including personal data and potentially sensitive personal data as defined in the Act) ("Data") and procedures that we have in place to safeguard your privacy.

This Privacy Policy forms part of the Terms and Conditions therefore by accepting the Terms and Conditions you are consenting to all use of your Data as detailed in this Privacy Policy.

The terms defined in the Terms and Conditions shall have the same meaning when used in this Privacy Policy unless specifically set out below.

1. Personal Data

Data is stored by us for the primary purpose of providing the Website and the Recruitment Services. If you do not agree to us collecting and using such Data we may be unable to provide the Website and/or Recruitment Services. Furthermore, in order for us to provide the Website and the Recruitment Services we may need to disclose your Data to certain third parties. You are advised to read this Privacy Policy carefully so that you are aware of any third parties who may have access to your Data.

2. Use and Retention of Data

2.1. When you register with us to receive the Recruitment Services you shall be required to complete an online registration form. The Data submitted by you via the online registration form will enable us to provide you with the Recruitment Services.

2.2. Please be aware that in order to provide the Recruitment Services to you certain Data will be forwarded to Potential Employers. However, we will never disclose your full curriculum vitae to a Potential Employer without first seeking your approval.

2.3. In respect of both Website Users (i.e. those visitors to the Website who have not registered for the Recruitment Services) and Candidates, we may gather further Data from you, for example, if you post material, email comments, request further services, use the Chat Rooms or enter a competition or promotion offered by the Company. Furthermore, the Company may have access to details of your Website habits including the dates and number of times you visit the Website and the transactions you carry out through the Website.

2.4. In order to provide the Website and Recruitment Services we may enter into contracts with third parties for the provision of the Website, for example, our internet service provider and Website host. In facilitating the Website such third parties may have access to your Data.

2.5. From time to time we may forward your Data to third parties whose products or services we believe may be of interest to you. If you do not wish your Data to be forwarded to such third parties please email info@itislegal.co.uk

2.6. Data held by us may also be used for our internal purposes. For example, we may analyse the Data to help us develop and improve the Website and/or Recruitment Services.

2.7. We may use your email addresses to send emails to you regarding further information about the Company's services which we think you might find useful and interesting. In every email we send we will provide instructions on how to unsubscribe so that you will not receive any further emails regarding such services. From time to time we may invite you to provide further information in order to provide you with enhanced Recruitment Services or to provide

new services. Again, such emails will contain instructions on how to unsubscribe if you do not wish to receive any further emails regarding such services.

2.8. In order to enable us to provide you with a personalised browsing experience the Website may use "cookie" information collection technology. We may also use your IP address to help diagnose problems with our server, to administer the Website and to gather broad demographic information.

2.9. We may use third party advertising agencies to display banner ads on the Website. Banner ads may contain cookies, and appear to be coming from the Website but in reality they are coming from our third party advertising partners, who are providing advertisements on the Website. As such [if you click on the third party banner] your Data may be accessible to the relevant third party advertising agencies.

2.10 The Website contains links to third party websites. Also, in order to access certain parts of the Website, promotions or offers you may have to download software from the third parties. In doing so you may make your Data accessible to those third parties. Please note that we do not have any control over such websites. Therefore we cannot be liable for the protection and privacy of any Data which you provide whilst visiting such websites. For the avoidance of doubt, no third party websites are governed by this Privacy Policy so you should carefully review the privacy policy contained on the relevant website.

2.11 There are several places throughout comparelegaljobs.com that may link to other websites that do not operate under comparelegaljobs.com privacy practices. When you link to other websites, CompareLegalJobs privacy practices no longer apply. We encourage visitors to review each site's privacy policy before disclosing any personally identifiable information.

2.12 Some of comparelegaljobs.com publications are listed under www.amazon.com in order to make it easier for visitors to purchase books online. Visitors may search comparelegaljobs.com list of publications and then click a link to connect to the amazon website to make a purchase. The only information passed to the amazon website is the publication that has been selected.

2.13 The Company may disclose your Data where it is under a duty to disclose or share your Data in order to comply with any legal obligation, or in order to enforce or apply the Terms and Conditions and other agreements; or to protect the rights, property or safety of the Company, our customers or others.

2.14 If you wish us to remove your Data please contact the Data Controller at tim.bates@itislegal.co.uk. We will remove your Data as soon as reasonably practicable. Please note you are not required to close your online account with us once you have been accepted for a position. We are happy to keep your account "live" so that you can continue to benefit from full access to the Website and we will store your Data on your behalf. However, please note that we cannot accept responsibility for lost Data and any damage or loss you suffer as a result of the same. Please see clause 8 of the Terms and Conditions.

3. Aggregate Information

We may use aggregate Data and statistics for the purpose of monitoring the Website usage in order to help us develop the Website and our Recruitment Services. We may provide such aggregate Data to third parties. The statistics will not include information that can be used to identify any individual.

4. Data Security

4.1. We use system monitoring tools to protect your Data where appropriate.

4.2. The internet is not a totally secure medium. However, we have put in place various security procedures as set out in this policy. Subject to the provisions of the Terms and Conditions we shall keep your Data confidential. The security procedures of the Company relate to storage, access and disclosure of registration details. If you register for the Recruitment Services your identity shall be confirmed by reference to unique information such as a user name and password. The user name and password shall enable you to use the Recruitment Services and allow you to access parts of the Website which are not available to individuals who have not registered with the Website. It is your responsibility to keep your user name and password confidential.

4.3. We take all reasonable steps to require those parties to whom we transfer Data to comply with the same levels of protection as we do. However, you acknowledge and agree that the Company shall not be responsible for any unauthorised use, distribution, damage or destruction of Data, except to the extent we are required to accept such liability under the Data Protection Act 1998.

4.4 Owing to the global nature of the internet infrastructure, the Data you provide may be transferred in transit to countries outside the European economic area, which do not have similar protections in place regarding your Data and its use as set out in this policy. However, we have taken the steps outlined above to try to improve the security of Data. By submitting your information you consent to these transfers.

5. Access to Data

You have the right to access Data held about you. Your right of access can be exercised in accordance with the Data Protection Act 1998. Any access request may be subject to a fee of £10 to meet the Company's costs in providing you with details of the information held about you.

6. Updating your Data

6.1. If any of the Data that you have provided to us changes, for example if your contact details change, please update your registration directly via the Website.

6.2. To ensure accuracy of the Website, you may personally edit your registration details. Our staff may edit your registration details on your behalf with your prior consent, which can be verbal or in writing.

7. Sale of the Company

If the Company is sold or integrated with another business your Data may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business.

8. Changes to this Privacy Policy

Any changes the Company makes to this privacy policy in the future will be posted on this page and, where the Company deems it appropriate, notified to you by email.

9. Contact

If you have any queries regarding data protection issues please contact our Data Controller at tim.bates@itislegal.co.uk