

[BTG] RECRUITMENT

Privacy Policy for BTG Recruitment Limited

BTG Recruitment Limited (company number 04816407) ("**BTG Recruitment Limited**") is committed to protecting the privacy of our candidates, clients and users of our website. We want to provide a safe and secure user experience. We will ensure that the information you submit to us via our website or through any of our offices or other international websites or offices is only used for the purposes set out in this policy.

The Information We Collect and How We Use It

BTG Recruitment may collect your personal details, including your name, contact details (including e-mail address), sensitive personal information such as details of criminal convictions and ethnic origin and information from your CV. This information is held, used and disclosed by us as follows:

1. to provide our services to you;
2. to maintain our business relationship, where you are a user of our website, a client or candidate;
3. to enable you to submit your CV generally, to apply for specific jobs or to subscribe to our job alerts. Please see the separate section on your CV below which outlines additional uses and disclosures;
4. to match your details with job vacancies, to assist us in finding a position that is most suitable for you and to send your personal information (including sensitive personal information) to clients in order to apply for jobs;
5. to answer your enquiries;
6. to direct-market products and services, advise you of news and industry updates, events, promotions and competitions, reports and other information. Where we do so, you will be able to unsubscribe from such communications;
7. where you are registered as a candidate on our database, your personal information may be accessible by our other offices globally wherever they are based (e.g. in Europe, Asia, the Americas and Australasia) to enable them to provide you with recruitment services and for the purposes of business development, systems development and testing.
8. to trusted third parties where we have retained them to provide services that you or our clients have requested, such as reference, qualification and criminal reference checking services (as required), verification of the details you have provided from third party sources, psychometric evaluations or skills tests. These third parties comply with similar undertakings of privacy and confidentiality as BTG Recruitment;

9. to third parties who perform functions on our behalf and who also provide services to us, such as professional advisors, IT consultants carrying out testing and development work on our business technology systems, research and mailing houses and function co-ordinators. These third parties comply with similar undertakings of privacy and confidentiality as BTG Recruitment;
10. if BTG Recruitment International or its business merges with or is acquired by another business or company, we may share personal information with the new owners of the business or company and their advisors and if this happens, you will be sent notice of such event;
11. we may also release personal information to regulatory or law enforcement agencies, if they require us to do so. We will also disclose your information where we are permitted to do so by law; and
12. we may also seek your consent to collect, hold, use and disclose your personal information for any other purpose not listed above.

Job Alerts

To subscribe to job alerts emails, you will be required to provide your e-mail address, which will be used for the purpose of keeping you informed, by e-mail, of the latest jobs in your nominated industry and/or will provide you with industry news via job alerts. Job alerts can also be received via RSS feeds without having to provide your email address. Job alerts emails are sent by BTG Recruitment.

Curriculum vitae ("CV")

We give you the option of submitting your CV via our website or by providing your CV to one of our consultants. You can do this either to apply for a specific advertised job or for consideration by our recruitment consultants for positions as they come up. Your CV will be stored in the BTG Recruitment database, and will be accessible by BTG Recruitment recruitment consultants in the UK. Your CV may also be e-mailed directly to other BTG Recruitment global offices for review and entry onto their own in-house database to enable them to provide their services to you. You can update your CV at any time, simply by following the same procedure to submit a new CV. Your old CV will automatically be replaced.

Aggregate Information about BTG Recruitment online Visitors

We gather information and statistics collectively about all visitors to our website, for example, which area users access most frequently and which services users access the most. We only use such data in the aggregate form. This information helps us determine what is most beneficial for our users and how we can continually improve our online services to create a better overall experience for our users.

Use of Cookies

A cookie is a small data file which is sent from a web server to a web browser when that browser visits the server's site. Find out more about the use of cookies on <http://www.allaboutcookies.org/>. Cookies are used on our website to remember your login, to track web traffic on an aggregate basis so that no individuals are identified, to track campaigns, and to keep session information such as your last search (this information is disposed of every time you close your web browser). Most browsers allow you to turn off cookies. If you want to know how to do this, please look at the help menu on your browser. However, switching off cookies will restrict your use of our website.

We also track where your application has arisen from e.g. Google, job boards or PayPerClick.

Access

You have the right at any time to ask us for a copy of the information supplied by you that we hold. We may ask you to verify your identity and for more information about your request. We also have the right to charge an administrative fee for this service. Where we are legally permitted to do so, we may refuse your request and will give you reasons for doing so.

If you would like to make a request for information, please contact info@btgreruitment.com . You also have the right to ask BTG Recruitment to stop using your information. However, if this involves a request for deletion of your file, please be aware that we may not be required or able to do so, particularly where your file also holds information about our clients or financial information that we need to keep for periods of up to six years, i.e. that relate to tax matters.

Other websites

Please note that clicking on links and banner advertisements may result in your transferral to another website, where data privacy practices may be different to that of BTG Recruitment. Visitors should consult the other websites' privacy policies as we are not responsible for, and have no control over, information that is submitted to or collected by these third parties.

Internet-based transfers

Given that the Internet is a global environment, using the Internet to collect and process personal data necessarily involves the transmission of data on an international basis. Therefore, by browsing our website and communicating electronically with us, you acknowledge and agree to our processing of personal data in this way.

Changes to our Privacy Policy

This privacy policy may be changed by BTG Recruitment at any time. If we change our privacy policy in the future, we will advise you of changes or updates to our privacy policy by a prominent notice on our website and update this privacy policy accordingly. Continued use of this website or our services after such changes will constitute your acceptance of such changes.

If, at any time, you have questions or concerns about BTG Recruitment online privacy commitment, please feel free to e-mail us at info@btgrecruitment.com. As part of our commitment to equal opportunities we may from time to time use information provided by you for the purposes of diversity monitoring. All such information will be used on an anonymised basis.

Contact

If you have any enquires you can contact us at: info@btgrecruitment.com or by writing to us at : BTG Recruitment, LG, The Boardwalk, 21 Little Peter Street, Manchester, M15 4PS