

# Privacy Policy

First Personnel Ltd are committed to protecting your privacy online. This policy sets out how we will do this.

## Use of Cookies

Cookies are small files which many websites send to your PC, phone or web enabled tablet when visiting the site. They do not collect or store personal or confidential information. You can set your browser to either refuse cookies or to warn you before accepting them, for more information visit [www.aboutcookies.org](http://www.aboutcookies.org)

We use cookies to provide you with a good experience when using our Site. Most parts of our Site can be accessed even if your cookies are turned off.

## Information that we collect

We may collect data about you through the use of our Site, when you request information from us, register with us or engage our services.

By using any of our services, including that of our website, you are consenting to the use of any personal information provided as set out in this policy. You must not send us any personal information that you do not want to be used in this way.

## How we use the information we gather

Personal data and sensitive personal data will be stored, used and disclosed by us in the following ways:

- To provide you with information and the services that you request from us
- To provide you with information about other services that are similar to those that you have already requested from us
- To assess your eligibility for employment vacancies
- To send your information to our clients in order to apply for or to access your eligibility for employment vacancies
- To fulfil our obligations arising from any contract entered into between you and us
- To manage our relationship with you
- To market our services
- To compile anonymous statistics
- To disclose to regulatory or law enforcement agencies if we believe in good faith that we are required by law to do so in connection with the detection of crime, the collection of taxes or duties, in order to comply with any applicable law or order of a court of competent jurisdiction, or in connection with legal proceedings

From time to time we may seek your consent to process, use or disclose your information for any other purpose not listed above.

## Protection of your information

We undertake the highest standards of security when hosting and protecting information and data.

We do not sell, distribute or otherwise make any of your personal information or data commercially available to any third party, except as described in this policy or with your express prior permission.

We may share your information with any member of our group, which means our subsidiaries, our holding company and its subsidiaries.

### Storage of your data

All information that you provide to us is stored on secure servers that are hosted by us or our Internet Services Provider. Where you have been given, or you have created, a password which enables you to access certain parts of our Site, you are entirely responsible for keeping this password secure.

The transfer of information over the internet is not completely secure. Although we will do our very best to protect your personal information, we cannot guarantee the security of your data transmitted by/to our Site; any transmission is at your own risk.

### Your rights

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purpose or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data.

Furthermore, under the General Data Protection Regulation (GDPR) 2018 you have the following rights:

- The right to be informed
- The right of access
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- The right not to be subject to automated decision-making (including profiling)

You can exercise any of your rights at any time by contacting us at Human Resources, Celtic House, 135 – 140 Hatherton Street, Walsall, WS1 1YB.

From time to time, our Site may contain links to other websites. If you follow a link to any of these websites, please note that these websites are not within our control and are not subject to this policy, they will have their own privacy policies and we do not accept any responsibility or liability for these policies. Please check these policies before submitting any personal information to these websites.

### Disclaimer

Any links to other websites provided on our Site are provided in good faith and for information purposes only. We do not accept any responsibility for the material contained in any website linked to this Site.

Any changes that we make to our Privacy Policy will be updated on this page. Please ensure that you check this page frequently so that you are aware of any changes to this policy.