

## YOUR PRIVACY AND JACKSON ROWE ASSOCIATE

Jackson Rowe Associates Limited (Jackson Rowe) strongly believes in the importance of keeping the personal information of our candidates private. We will never use your information for any use beyond that stated or the permissions you give us.

### WHAT SORT OF DATA IS COLLECTED?

We collect personal data about you to help in the recruitment process. This data consists of information such as your name, address, e-mail address, and work and education history, plus your nationality, which we are required to collect by law. Personal information provided by you is retained as long as the purpose for which the data was collected continues. It is then archived or destroyed unless its retention is required to satisfy audit, legal, regulatory or accounting requirements or to protect Jackson Rowe's interests. Jackson Rowe will not sell, trade or rent your personal information to others unless you have given us your permission. Jackson Rowe follow the Data Protection Act 1998. The 1998 Act provides for the regulation of the processing of information relating to individuals who are the subjects of personal data. "Personal data" includes all data, which relates to a living individual who can be identified from the data and which includes any expression of opinion about the individual and any indication of the intention of the data controller or any other person in respect of the individual. Details of our company registration are available upon request.

### YOUR CV

When you register your CV with Jackson Rowe it will be made available to HR Department and appropriate line managers.

### SENSITIVE PERSONAL DATA

We collect and process sensitive personal data only so far as is necessary to ensure we conform with legal requirements, such as equal opportunities laws. By registering your details with us, you consent to us collecting and processing any sensitive personal data supplied by you such as details of trade union membership or religious affiliations but only details of ethnic origin will be used for equal opportunities monitoring.

### JOB APPLICATIONS

If you have applied at Jackson Rowe the information you provide will be used to determine your suitability for the position and, if applicable, in determining terms of employment or engagement. It may also be included in management information used to monitor recruitment initiatives and equal opportunities policies. If your application is progressed further, details may be disclosed to third parties (such as educational institutions, present and past employers, employees and directors of Jackson Rowe, credit reference agencies, etc.) for reasons such as the verification of, or obtaining extra, information. Details may also be disclosed if required by law or for the purposes of Jackson Rowe's business requirements (e.g. to auditors or third party service suppliers).

### NOTIFICATION OF CHANGES

Any changes Jackson Rowe make to our Privacy Policy will be set out here on this page of the website. If at any time you have questions or concerns about the policy please convey them by emailing info@jackson-rowe.com

### ACCEPTANCE

You agree that personal information including your CV which is collected by Jackson Rowe on this website may be used and disclosed for such purposes and to such third parties in accordance with Jackson Rowe's Privacy Statement. By submitting your personal information including your CV you agree that you have read, understood and accept Jackson Rowe's Privacy Statement. You also consent to the use, transfer and disclosure of the information referred to throughout this Privacy Policy.

### OUR WEBSITE

JACKSON ROWE, CALVERLEY HOUSE, THE BROADWAY, CROWBROUGH, EAST SUSSEX TN6 1DF

**A) PRIVACY** Jackson Rowe strongly believes in the importance of keeping the personal information of visitors to the website private. We will not use your information for any use beyond that stated or the permissions you give us.

**B) COOKIES** Our website does use cookies. However the cookies do not store personal information, or any information about the computers being used to access the website. The cookies contain only a generated code value that is used by our Web Server to ensure the security of your data and login.

**C) IP ADDRESSES AND SERVER LOGS** Our website does record IP addresses and produces server logs - as all Web Servers do. This information is used solely for monitoring the volume of traffic the site receives and measuring the number of visitors. We do not use the information for tracking the activities of specific visitors to the site.

**D) SECURITY JACKSON ROWE TAKES EVERY PRECAUTION TO PROTECT YOUR PERSONAL INFORMATION**