

Privacy Statement for ActiveJobSearch.co.uk

Our Privacy Policy and You

At ActiveJobSearch.co.uk we believe that your privacy is of the utmost importance to you, job seekers and employers and us.

Your trust is our most important asset for us and we want you to be aware that this policy applies only to ActiveJobSearch.co.uk. If we ask for information about you, we will try or level best to take all possible steps to keep it safe.

Please note that any changes to the Privacy Policy will be posted here and you should keep yourself update of these as they may affect the information we hold about you. We may use the information to communicate with you and to let you know about products and services in which you may be interested and from reputable and trustworthy third parties. However please note this will only be done with your consent and only with your consent we may supply personal information about you to third parties. We may also provide them with overall statistics about customers and visitors to our Site. We make our promise that any information disclosed would not include information that could personally identify you.

At ActiveJobSearch.co.uk we reserve the right to access and to disclose personal information to comply with applicable laws and lawful government requests, to operate our systems properly or to protect either our users or ourselves.

The following is information we gather from you

ActiveJobSearch.co.uk will require specific information to provide you with the services you want which will include the skills and job preferences you require from jobseekers. We will gather data from our contact section in order that we can contact you this may include your name, address, e-mail address, telephone number, contact information, and other information from which your identify is discernible. Occasionally, we will use the information you provide to inform you about the latest changes to our Site, and **produce** or Services that you might find interesting. It is very important that the information we hold on you is accurate and up-to-date therefore make sure that you inform us promptly of any relevant changes to your data.

As an advertiser or advertising agency, we gather **date** in order to operate more effectively our contractual relationship with you.

Our Site uses persistent cookies to keep track of your navigation, searches and actions every time you visit the Site. These cookies expire after two years, and do not allow anyone to access your confidential information.

Protection and Disclosure of Your Information

We aim to keep your information confidential. Our internal data protection procedures cover the storage, access and disclosure of your information, and we have put in place appropriate physical and software security measures including firewalls and the use of strong passwords. As you will be aware the internet is not a secure medium and whilst we do not collect personal information on our website, please be aware that information sent to us via email is potentially vulnerable.

At ActiveJobSearch.co.uk we do not disclose your personal information, combined personal and demographic information or information about your use of the web site (such as the areas you visit or the services you access), except in the following circumstances.

1. We may disclose such information to third parties if you consent to such disclosure. For example, if you make your CV searchable, then all parties with access to our searchable CV database (or copies thereof) will have access to that database. You may make your CV unsearchable at any time.
2. We may disclose information if we are legally required to do so by a governmental entity or regulatory authority or to conform to legal requirements or comply with legal process or to prevent a crime or protect national security or to protect the personal safety of users.
3. ActiveJobSearch.co.uk may also share anonymous information about the visitors who visit our Site with our clients and other third parties so that there is an understanding of the kinds of visitors to ActiveJobSearch.co.uk and how those visitors use the Site.
4. We may disclose certain information to companies and individuals we employ to perform specific functions on our behalf. The functions performed on our behalf include hosting our web servers, analysing data, providing marketing assistance, processing credit card payments and providing customer services. These companies and individuals will obviously have access to your personal information to perform their functions, but they cannot share that information with any other third party or use your data for any other purpose. We will retain control of and be responsible for any information shared in this way.

By using the ActiveJobSearch.co.uk Site, you agree that we may collect and use information as described in this policy. We will always try to make it clear how we do this, and allow you to tell us whether and to whom your information may be disclosed.

Links

This website links to other websites, but is in no way associated to the websites you are transferred to and is not responsible for these other websites.

Security

ActiveJobSearch.co.uk has security measures in place to protect the loss, misuse and alteration of the information under our control. You can gain access to your Jobsite account and modify the information stored there by supplying an email address and password. You must ensure that this information is kept secret.

Profile and CV information

Once you provide us with information about your profile and CV, it will be made available for searching, viewing over the Internet and downloading by ActiveJobSearch.co.uk clients. Clients who request CVs matching your profile to be sent to them will receive your CV and profile via email or CD Rom. These may be direct employers, employment consultants or other organisations. At ActiveJobSearch.co.uk we give you the option of putting your CV in our searchable database, which is a significant aid to quickly finding employment.

If you do not wish our customers to access your personal details, CV and profile please notify us immediately.

You can also choose to make your personal details and your CV anonymous, while having your profile available to be searched on by employers. In this instance, ActiveJobSearch.co.uk identifies you to employers with an ID number. You can then choose to reveal yourself when you reply. The level of control is provided to you by your choice of whether to make your CV searchable by our Clients or not. Making your CV searchable considerably increases your exposure to potential employers. To prevent your CV from being searched and viewed by our Clients you should choose to "hide" your CV during the registration process. Choosing "hide" means that your CV is not accessible by any recruiter but you can gain access to it and use it when applying for individual jobs.

Please note: Your current employer may be a client of ActiveJobSearch.co.uk and we cannot restrict the customers who access profiles on our database therefore ActiveJobSearch.co.uk cannot be held responsible for any eventuality.

If you choose to create a profile and upload a CV to our database, we rely on you to ensure that your details are kept up to date. You should update your CV at least every three months, particularly if your contact details have changed. Once your profile and CV are on our database we will contact you every six months using your most recent contact details to ask whether you want it to remain there. If we do not hear from you, your profile and CV will be removed from our database. Please note that ActiveJobSearch.co.uk reserves the right to remove CVs that include any content that we consider to be illegal or offensive. We will also remove a CV if a complaint is upheld, which has been made against it.

We strongly suggest that your CV should not contain data relating to your (i) racial or ethnic origin (ii) political beliefs (iii) philosophical or religious beliefs (iv) membership of a trade union or political party (v) physical or mental health (vi) sexual life or (vii) the commission of criminal offences or proceedings.

You may remove your CV from our searchable database at any time. However, employers who have paid for access to the database may have retained a copy of your CV in their own files or databases. ActiveJobSearch.co.uk is not responsible for the retention, use, or privacy of your CV by employers.

Filtering Forms

When you apply for positions with some of our Clients, you will be requested to complete a Filtering Form. The information submitted by you on the Filtering Form will be used by our Clients to assess your suitability for the position to you have applied for. We are not responsible for framing the questions in our Client's Filtering Forms, and merely provide the electronic means to enable our Client to present the Filtering Form to you, and to collect the Filtering Form once it has been completed by you. We do not process any of the data in completed forms, which we present to our Clients in our Applicants' database. We may, however, temporarily store your completed forms.

Jobs-by-Email

The Jobs-by-Email service matches a job seeker's requirements for employment with the profile of vacancies advertised on our Site. For job seekers who subscribe to this Service you receive an email listing those jobs that we believe you should be interested in. You define

your requirements by creating "strings" which can be used to specify geographic region, specific job titles, skills or other definition of the job you want. You can change the strings at any time or unsubscribe at any time.

Cookies

Cookies are small pieces of information stored by us on your computer, which enable us to identify your computer when you access the ActiveJobSearch.co.uk web site and to provide you with a convenient means of access. The cookies we use also protect the integrity of registered user names and passwords and limit access to 'paid for' services. We also use cookies to collect aggregate statistical information about the use of our site.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the web server that you have returned to a specific page. When you return to the ActiveJobSearch.co.uk site, cookies enable us to retrieve the information you previously provided, so you can easily use the features that you customised. For example, if you change your information pages, or register for services, a cookie helps us to recall your specific information (such as user name, password and preferences).

You may have the ability to accept or decline cookies at any time. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline all cookies if you prefer. Alternatively, you may be able to modify your browser setting to notify you each time a cookie is tendered and permit you to accept or decline cookies on an individual basis. If you choose to decline cookies, however, that may hinder performance and negatively impact your experience on the web site.

Questions and Complaints

Once you have submitted your personal data you confirm your consent to the use of that data as set out in this Policy. If you have any questions, concerns, comments or complaints about our Privacy Policy and/or our collection or use of your personal data, or if you believe that the data that we hold on you is inaccurate or if you wish us to stop processing your data for any particular reason, purpose or purposes, then please contact us on the following:

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