

DATA PROTECTION/PRIVACY POLICY

This policy governs our processing of all personal data you provide to us through www.na-recruitment.com website ("NAR Site"). Please read this policy carefully.

If you do not want us to process your personal data or you disagree to our processing your personal data in the manner set out below, please do not submit any personal data to us. By submitting your personal data on the NAR Site, you consent to us using your personal data (including sensitive personal data) to facilitate the recruitment process on your behalf in accordance with this policy.

We are committed to protecting the privacy of all users. We will take all reasonable steps to ensure that the information you submit on the NAR Site remains private and is only used for the purposes set out in this policy.

Nord Anglia Recruitment Ltd is registered with the Information Commissioner's Office as a data controller for the purposes of the Data Protection Act. We are under an obligation to ensure that we process your personal data fairly and lawfully.

Personal data you submit on the NAR Site is held [on our database] [on secure servers hosted by us or our internet service provider]. The internet is not completely secure and as such we cannot guarantee or warrant the security of any personal data you submit on the NAR Site. However, we use all reasonable endeavours (including putting in place appropriate technical and organisational measures) to safeguard your personal data.

We process your personal data for the following purposes:

- [matching your details with job vacancies – to help us find you the vacancy that most suits you];
- [for keeping you informed of our services, news and developments in your chosen field];
- [for tailoring the NAR Site you see when you log on to make it relevant to you];
- [for compiling salary and other surveys];
- [conducting criminal records checks].

Access to your personal data is only allowed to our staff and any prospective employers, employers or clients for the purposes authorised above. Both our staff and prospective employers, employers and clients may be located both in the European Union or in countries worldwide. If we transfer your personal data outside the European Union we will take reasonable steps to ensure that your privacy rights continue to be protected as outlined in this policy.

We may disclose your personal data to regulatory or law enforcement agencies if we are required to do so by law.

We will hold your personal data for as long as is necessary to comply with any statutory, legal/contractual interest as a data controller. You are responsible for ensuring that all data you submit on the NAR Site is up to date, accurate and

complete and for ensuring that the data continues to remain accurate, up to date and complete at all times.

You have the right to ask us for a copy of the personal data you have supplied that we hold. We have the right to charge an administrative fee for this. If you would like to make a request please contact [jo.holland@nordanglia.com].

Cookies are used for the NAR Site to remember your log in. 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. You can find out more about the use of cookies on www.allaboutcookies.org.

We may change this policy at any time. If we change this policy in the future, we will set out these changes here. If you have any questions or concerns about our privacy commitment please email us at [] or contact one of our recruitment consultants.