



Website Privacy Statement

Command Recruitment Ltd's online service is dedicated to protecting the privacy of our users. We aim to provide a safe and secure site and use our best efforts to ensure all information voluntarily sent to us remains private and is only used for the purposes set out in the policy.

Statement Outline

Command Recruitment Ltd will collect the personal details that you provide to us on our website for the purposes of providing you with services and/or information. In providing such services and/or information to you, we will only use your data in accordance with the terms of the following statement.

This statement sets out below:

- How personally identifiable information of yours is collected from you through the website
- How the information is used by us
- With whom the information may be shared and for what purpose(s)
- What choices are available to you regarding collection, use and distribution of the information
- The kind of security procedures that are in place to protect the loss, misuse or alteration of information collected through our website
- How you can correct any inaccuracies in the information
- If you feel that Command Recruitment Ltd is not abiding by its posted privacy policy, you should email Luke Jordan – Data Controller at luke@command.co.uk

Information Collection and Use

The choice to send your CV to us via our website is optional. This option is made available either to apply for specific roles advertised on the site or for consideration for future roles that may arise. Although your CV will be stored online, it will only be accessible by Command Recruitment Ltd employees.

A consultant will study your CV and if deemed that our services would be beneficial in aiding you source a new role your details will be registered onto our in-house database. Further information including your national insurance number, Right to Work and any qualification certificates may be required at this point to complete your registration.

If Command Recruitment Ltd successfully places you into a temporary role we will require you to supply us with your bank details. These bank details will be accessed by our payroll providers RSM UK www.rsmuk.com

An employee who leaves the company no longer has access to the online or in-house databases.

In order to apply online for roles advertised on www.command.co.uk we do require you to enter a contact number and email address. This information is used purely as a means of contact in relation to recruitment services. If you don't wish to apply for roles online, you may call the office and state



the job reference numbers you are interested in; one of our consultants will be happy to assist you.

Command Recruitment Ltd collects information from our users at several different points on our website.

How your information is used

The information provided to us through the website by candidates is optional and used purely in relation to recruitment services.

Shared Information

Command Recruitment Ltd is the sole owner of the information collected on this site. We will not sell or rent this information to others.

Command Recruitment Ltd will pass on CVs to clients for potentially suitable roles without prior notice to the candidate and the candidate's contact details will remain anonymous. However, the candidate's name and career history will be displayed.

We may share aggregated demographic information with our clients. This is not linked to any personal information that can identify any individual person.

To comply with UK Law, we may also release information relating to you to regulatory or law enforcement authorities, if required to do so. If in the event that Command Recruitment Ltd merges or is acquired by another business, we may share the information that relates to you with the new owners of the business.

Cookies

A cookie is a piece of data stored on the user's hard drive containing information about the user. Usage of a cookie is in no way linked to any personally identifiable information while on our site. Once the user closes their browser, the cookie simply terminates.

Log Files

We use IP addresses to analyse trends, administer the site, track users' movement, and gather broad demographic information for aggregate use.

IP addresses are not linked to personally identifiable information.

Command Recruitment Ltd monitors which areas of the site users use most regularly for the purpose of improving the site and making the experience more beneficial to the user.

Viruses

Command Recruitment Ltd makes every effort to keep files within the site free from viruses; however, it is impossible to ensure or guarantee that the content of the site is free from all viruses. For this reason, Command Recruitment Ltd cannot be held liable for any damages caused by viruses or other problems which arise from the site or links to other sites.

Links / Social buttons

This website contains links to other sites; please be aware that Command Recruitment Ltd is not responsible for the privacy practices of such other sites.

On many of the pages of our website you will see 'social buttons'. These allow you to share or bookmark pages on our site.

Social media sites such as Twitter, Google, Facebook, and LinkedIn may collect information about your internet activity, including if your visit to our site and the specific pages you are on if you are logged into their services, even if you don't click on the button.

You should check the privacy and cookies policies of each of these sites to see how exactly they use your information and to find out how to opt out, or delete, such information.

Further information

1. **Facebook cookies** - www.facebook.com/about/privacy/
2. **Twitter cookies** - twitter.com/en/privacy
3. **Google cookies** - www.google.com/intl/en/policies/terms/
4. **LinkedIn cookies** - www.linkedin.com/static?key=privacy_policy

If you would like more information on cookies, we recommend the direct.gov.uk internet browser cookies page.

Security

This website takes every precaution to protect our users' information. When users submit sensitive information via the website, your information is protected both online and offline.

Command Recruitment Ltd takes internet security very seriously. We take the following measures to protect any data that you give us:

- Access to your data is restricted to our own staff and our technology providers.
- Only you and Command Recruitment Ltd Employees will be able to access your account on the system with the correct username and password by logging through our website.
- Our site uses industry standard coding practices to prevent "sql injection" and other types of web attack.



- Our website is hosted in a secure data facility with physical access controlled 24/7. Security patches are applied the same day they are issued.
- While we use encryption to protect sensitive information online, we also do everything in our power to protect user information offline. All of our users' information, not just the sensitive information mentioned above, is restricted in our offices. Only employees who need the information to perform a specific job (for example our consultants, administrators, accounts clerk) are granted access to personally identifiable information.

Correction/Updating Personal Information

If your personally identifiable information changes (such as office/home address), you will be able to edit or delete your personally identifiable information through logging into your online account through our website.

Notification of Changes

If we decide to change our privacy policy, we will post those changes on our Website so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

If you have any questions regarding our Privacy Policy, please contact us at info@command.co.uk