

Privacy Statement

1. You may submit information, including personal data and sensitive personal data to us via the on-line application forms and email addresses as an application ("application data"). Sensitive personal data is information as to your racial or ethnic origin, political opinions, religious, philosophical or similar beliefs, trade union membership, physical or mental health, sexual life, commission of criminal offences and/or involvement in criminal proceedings.

2. In acknowledging an application we are not verifying the content, accepting the application or making any offer of employment or engagement. We are not obliged to accept any applications.

3. By storing and submitting your information you are agreeing to your application data being processed for the purposes of:

- communication regarding recruitment with prospective employers and you
- consideration of your applications and your recruitment by prospective employers
- the provision of the services of WebSAF (WebSAF functionality allows candidates to upload commonly asked personal details into an online application form. This information is only uploaded to an employer's online form at the candidate's request. The candidate then has the opportunity to edit any of this information and must then decide to submit it to that employer). We may monitor your use of this website and record your email address for our internal purposes. This may be done via "cookies". For more information about "cookies", please see the Information Commissioner's website at <http://www.dataprotection.gov.uk/privacy.htm#cookies>. If you do not agree you can choose not to receive a cookie file by enabling your Web browser to refuse cookies or to prompt you before you accept a cookie. To process your application we may pass any information you submit to us to any of our offices or any of our affiliates, agents or appointed representatives wherever located.

4. We are an equal opportunity employer (in accordance with applicable legislation) and do not discriminate on the grounds of gender, ethnic origin, age, religion, sexual orientation, non disqualifying physical or mental disability or any other basis covered by UK legislation. All employment related decisions are made entirely on merit.

Data Protection and Confidentiality

1. We acknowledge that your contact details and application data (as defined above) ("your information") may be confidential. We will maintain the confidentiality of and protect your information in accordance with our normal procedures and all applicable laws.
2. We may use your application data and contact details solely for the purposes of recruitment, as more fully described above. We may use information obtained about you from monitoring your use of this website solely for internal purposes including site performance, evaluation site use and creating of marketing reports to aid future marketing of information about us and our products. Personal data collected by monitoring will be aggregate, no personal or sensitive personal data will be used other than for the purpose for which it was originally obtained.
3. Your information may be controlled and processed by any of our offices. You acknowledge and agree that the location of our offices may change from time to time, any one or more of which may act as a controller of and/or process your information. We will not disclose your data to any other third party unless for recruitment purposes or required to do so by law or regulators.
4. You have the right to access your personal data whether submitted as an application or otherwise by sending us a written request. There is a charge of £10/\$15 for administering such a request. If you believe that the personal data we hold is incorrect then please notify us. If data is found to be incorrect then we will take appropriate steps to resolve the situation.
5. Occasionally third parties may provide storage services to us. In those circumstances those third parties shall be required to enter into a confidentiality agreement on no less stringent terms than found in this privacy statement and to process your data solely in accordance with our instructions.