

## Website Privacy Statement

**Date: November 2012**

Source Appointments 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 personal data in accordance with the terms of the following statement.

This statement sets out below:

1. How Source Appointments Ltd collects your personally identifiable information through the website.
2. How Source Appointments Ltd uses this information.
3. Who Source Appointments Ltd may share the information with and for what purpose(s).
4. What choices are available to you regarding collection, use and distribution of your information.
5. The kind of security procedures that are in place to protect the loss, misuse or alteration of information collected through Source Appointments Ltd's website
6. How you can correct any inaccuracies in the information collected through the website.

If you feel that Source is not abiding by its posted privacy policy, you should first contact James Taylor – [james@sourceappointments.com](mailto:james@sourceappointments.com)

### **Information Collection and Use**

Source Appointments Ltd collects information from our users at several different points on our website. Source Appointments Ltd is the sole owner of the information collected on this site. We will not sell, share, or rent this information to others.

### **Registration**

We request information from you on our online registration forms. Here you must provide contact information and information regarding the type of work you are seeking and your skills, qualifications and experience. This information is used to enable us to provide you with work-finding services. If we have trouble processing your application, this contact information is used to get in touch with you. Source Appointments Ltd does not use this information for any other purpose.

### **Cookies**

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org). Please note that in a few cases some of our website features may not function if you remove cookies from your browser.

### **Log Files**

We use IP addresses to analyse trends, administer the site, track users' movements, and to gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

### **Sharing**

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

### **Overseas Transfers**

Source Appointments Ltd may transfer the information you provide to countries outside the European Economic Area ("EEA") that do not have similar protections in place regarding your data and restrictions on its use as set out in this policy. However, we will take steps to ensure adequate

protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein. By submitting your information you consent to these transfers for the purposes specified above.

### **Sale of business**

If Source Appointments Ltd's business is sold or integrated with another business your details may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business.

### **Links**

This website contains links to other external websites. Please be aware that Source Appointments Ltd is not responsible for the privacy practices of such other sites. We encourage you to be aware of this when you leave our site and to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by Source Appointments Ltd's website.

### **Security**

Source Appointments Ltd takes every precaution to protect our users' information. Only employees who need the information to perform a specific job (for example, our accounts clerk or a marketing assistant) are granted access to your information.

Source Appointments Ltd uses all reasonable efforts to safeguard your personal information. However, you should be aware that the use of the Internet is not entirely secure and for this reason Source Appointments Ltd cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the Internet.

**If you have any questions about the security at our website, you can send an email to James Taylor – [james@sourceappointments.com](mailto:james@sourceappointments.com)**

### **Correction/Updating Personal Information**

If your personally identifiable information changes (such as office address), we will endeavour to provide a way to correct, update or remove the personal data provided to us. This can usually be done by emailing **James Taylor – [james@sourceappointments.com](mailto:james@sourceappointments.com)**

### **Notification of Changes**

If we decide to change our privacy policy, we will post those changes on our Homepage so our users are always aware of what information we collect, how we use it, and under 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.

This policy was last updated 20/11/2015.

### **Complaints or queries**

Source Appointments Ltd tries to meet the highest standards when collecting and using personal information. We take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

If you wish to complain about this policy or any of the procedures set out in it please contact:

**James Taylor – [james@sourceappointments.com](mailto:james@sourceappointments.com)**