

Email: [info@headstart-recruitment.co.uk](mailto:info@headstart-recruitment.co.uk) Website: [www.headstart-recruitment.co.uk](http://www.headstart-recruitment.co.uk) Tel: 0118 9463280  
The Clock House, Thanksgiving Lane, Binfield Heath, Henley-on-Thames, Oxon, RG9 4NG

### **Headstart Recruitment Privacy Policy (Terms and Conditions):**

Are you wondering what information we at Headstart Recruitment keep on you? What we do with your information? Why do we have this information on you? Please read below our Privacy Policy for further details.

Under the Data Protection Act of 1984 and 1998 we are committed and legally required to comply with certain regulations which are designed to ensure any data you provide to us is processed with due care and attention.

Headstart Recruitment and our clients may use information ('Personal Details') that you and possibly third parties (i.e. Referees etc after your prior permission) provide about yourself in order for us to provide and enhance our service to you. We may also on occasion use your details to carry out Headstart Recruitment market research. Your details will not be sold to third parties.

We may even retain your Personal Details for the purpose of matching employers and candidates for possible vacancies, both at the present time and in the future. All personal information will be retained by Headstart Recruitment for a period of at least one year from the date you registered with us. This is a legal requirement. You will be periodically contacted by us for up to a year to see if you still require our services. This information will be deleted after this time and we will no longer actively seek new employment for you.

Please help us to keep these details up to date. Please inform us if you are aware that any Personal Details that we hold are inaccurate or out-of-date.

#### **What information do we hold on you?**

Headstart Recruitment collects Personal Details about you in order for us to help you seek a new employment position. These details consist of information such as your name, address, e-mail address, work and education history, your responses to and the results from any assessments administered, plus your nationality which is now required by law. We are also required by law to hold a copy of your passport (or equivalent to be discussed in person) to be retained with your Personal Details. This will be deleted after one year.

#### **Why does Headstart Recruitment need this information on me? Why do we keep such sensitive information?**

We collect this information on you in order for us to provide you with a personalised recruitment service, in order for us to facilitate future contact with you about the recruitment process, and to inform you about our products and services related to the recruitment process.

There is some information (sensitive information) which we are required by law to keep – but only to ensure that we at Headstart Recruitment conform to legal requirements, e.g. the equality of opportunity law. By using our website and registering with us you consent to us

collecting and processing this information (including sensitive information) and disclosing this to prospective employers and clients in connection with the recruitment process.

**Does Headstart pass on my details to a third party?**

Yes we do – however this is **only** to prospective or intended employers for the purpose of recruitment. We will not disclose any information about you without your express permission first, with exception to where data is required by law. Your details will never knowingly be passed to any person(s) who are not clients/customers of Headstart Recruitment.

From time to time we may use your details (email address or postal address) to send you marketing literature or to check to see if you are still looking for a position. In such cases you will be offered the option to opt out and for us not to contact you again.

**Are all of your vacancies on your website up-to-date?**

Although we do our very best to update our website as regularly as possible (a couple of times a day if required) we can give no guarantees to you of the continued availability of any particular job advertised on this Site and will not be liable to you should a vacancy be filled at any time prior to removal of the advertisement from this Site.

**Can you guarantee the security of my information from the website?**

While Headstart Recruitment takes all due care in ensuring the privacy and integrity of the information you provide, the possibility exists that this information could be unlawfully observed by a third party while in transit over the Internet etc. Headstart Recruitment disclaims all liability to you to the greatest extent possible pursuant to law should this occur.

**Are the job descriptions on your website a true description of the job vacancy?**

The information and descriptions contained on our Site are not intended to be complete description of all the jobs features. However we have described the vacancy in brief to the best of our knowledge details supplied by our clients are correct. While we endeavor to ensure that this information and descriptions are accurate and up-to-date we cannot guarantee this.

We reserve the right to alter the Site and any of the terms, conditions and provisions of the Site (whether contained in the Legal Notice, Privacy Policy or elsewhere), at any time. It is your responsibility (as a user) to visit the Site regularly and check for any updates or changes.

**Now a bit from us.....**

The Internet is not a stable medium and errors, omissions, interruptions of service and delays may occur at any time. As a result of any or all of the above we at Headstart Recruitment do not accept any obligation or responsibility to operate the Site or to provide the services offered on the Site. In addition we do not make any representations or warranties about the accuracy, completeness, and freedom from viruses, availability, reliability or suitability for any purpose of the information and related graphics published on the Site.

Neither we nor any of our Directors, officers, employees or agents will be liable for damages arising out of or in connection with the use of the Site or the information contained in it.

**Legal Notice.**

If you do not agree to these terms and conditions which are conditions of use for the Site, you should immediately cease to use the Site. In your using the Site (or in your continuing to use the Site) you are consenting to the terms, conditions and provisions of the Site as amended from time to time. This website is owned by Headstart Recruitment.

**How do I remove my name from your database?**

Under the Employment Agencies Act Headstart Recruitment is obliged to hold your data after you have registered with us for 12 months. If after 12 months we have not used your details (i.e. you have found a position and are not looking again for another job) we will contact you and ask if you would like us to keep seeking possible new employment. If you are no longer looking we will delete **all** of your Personal Details after this time.