

## **Privacy policy**

### **Privacy Policy for Best Graduates Limited**

Best Graduates Ltd and its sister website Best Executives (company number 04192863 "Best Graduates Ltd") is committed to protecting the privacy of our candidates, clients and users of our website and services and we want to provide a safe and secure user experience. We will ensure that the information you submit to us via our website, through our offices or through any of our 3<sup>rd</sup> party sites is only used for the purposes set out in this policy.

#### **What information do we Collect and how do we use it?**

Best Graduates Ltd may collect your personal details, including but not limited to your name and contact details (including your e-mail address) and other relevant information from your CV. On occasions this may also include - sensitive personal information such as details of criminal convictions and ethnic origin.

This information is held, used and disclosed by us as follows:

1. to provide our services to you;
2. to maintain our business relationship, where you are a user of our website, a client or candidate;
3. to enable you to submit your CV for general applications, to apply for specific jobs or to subscribe to our job alerts
4. to match your details with job vacancies, to assist us in finding a position that is most suitable for you and to send your personal information (including sensitive personal information) to clients in order to apply for jobs;
5. to answer your enquiries;
6. to direct-market our services and advise you of updates, vacancies, events and other information. Where we do so, you will be able to unsubscribe at any time from such communications;
7. to fulfil contractual obligations with our clients
8. to trusted third parties where we have retained them to provide services that you or our clients have requested, such as reference, qualification and criminal reference checking services (as required), verification of the details you have provided from third party sources, psychometric evaluations or skills tests.
9. we may also release personal information to regulatory or law enforcement agencies, if they require us to do so. We will also disclose your information where we are permitted and requested to do so by law.
10. we may also seek your consent to collect, hold, use and disclose your personal information for any other purpose not listed above.

#### **Job Alerts**

To subscribe to job alert emails, you will be required to provide your e-mail address, which will be used for the purpose of keeping you informed, by e-mail, of the latest jobs in your nominated industry. Should you decide that you no longer wish to receive this information, unsubscribe links are provided in every job alert email that you receive.

#### **Curriculum vitae ("CV")**

We give you the option of submitting your CV via our website or by providing your CV at our office. You can do this either to apply for a specific advertised job or speculatively for positions as they arise. Your CV will be stored on our database, and will be accessible by Best Graduates Ltd.

You can update your CV at any time, simply by sending a new copy of your CV to us at [recruitment@best-graduates.co.uk](mailto:recruitment@best-graduates.co.uk)

### **Access**

You have the right at any time to ask us for a copy of the information supplied by you that we hold. We may ask you to verify your identity and for more information about your request.

If you would like to make a request for information, please contact [recruitment@best-graduates.co.uk](mailto:recruitment@best-graduates.co.uk)

You also have the right to ask Best Graduates Ltd to stop using your information at anytime. However, if this involves a request to delete your information, please be aware that we may not be required or able to do so, particularly where your file also holds information about our clients or financial information that we need to keep for periods of up to six years, i.e. that relate to tax matters. Where we are unable to comply with your request we will provide reasons for failing to do so.

### **Changes to our Privacy Policy**

This privacy policy may be changed by Best Graduates Ltd at any time. If we change our privacy policy in the future, we will advise you of changes or updates to our privacy policy by notice on our website. Continued use of this website or our services after such changes will constitute your acceptance of such changes.

If, at any time, you have questions about Best Graduates Ltd's online privacy policy, please feel free to e-mail us at [recruitment@best-graduates.co.uk](mailto:recruitment@best-graduates.co.uk)

### **Equal Opportunities**

Best Graduates Ltd is an equal opportunities employer and a company committed to diversity. This means that all job applicants and members of staff will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

As part of our commitment to equal opportunities we may from time to time use information provided by you for the purposes of diversity monitoring. All such information will be used on an anonymised basis.