**Optimise by Recruitment Ltd.’s Privacy Policy​**

**The need for a privacy policy:**

This privacy notice sets out the ways in which Optimise by Recruitment Ltd (“Optimise”), whose head office is located at 3 Hazel Court, Midland Way, Barlborough, England, S43 4FD, website [www.xxxx@xxxx.co.uk](http://www.xxxx@xxxx.co.uk), collects, processes and shares your personal data.

**The information Optimise collects:**

Optimise collects, processes and uses the following information you provide us when you use or sign up to receive our services (“our” or “the services”):

* your name;
* email address;
* telephone and fax numbers;
* enquiry, chat and email content;
* data contained in your curriculum vitae;
* social media information; and
* any other information you provide to us.

Optimise collects, processes and uses the following information when providing the services on our website:

* your I.P. address;
* pages visited;
* links clicked on; and
* visitor numbers.

**Why and how Optimise collects data:**

Optimise, in compliance with relevant statutes and implementing regulations, processes and stores your personal data as follows:

1. your name, telephone and email address for the purposes of sending you information about the services we offer. Optimise requires your consent to do this. You may opt-out of receiving information by emailing: [xxxx@.co.ok](mailto:xxxx@.co.ok)
2. to carry out Optimise’s obligations when providing its services, for example in respect of a client, to take payment, or to allow a client to contact candidates, or to record the number of employment searches made on our website. The processing and storage of this information is necessary for the performance Optimise’s services.
3. to inform clients about candidate interest in their search for qualified candidates. It is within Optimise’s legitimate interests to ensure that clients are fully aware of the value provided by the services, and, as a core element of its services, the details of candidates interested in contacting clients;
4. to send you confirmation emails or text messages to verify and confirm your contact details or other information, and to provide you with service updates. This is:
   1. necessary for the efficient delivery of our services; and,
   2. is necessary in Optimise’s legitimate interests to ensure that you are kept fully up to date with additional information necessary for the provision of our services;
5. to allow candidates and clients to contact us. This is necessary for (i) Optimise’s data collection interest to provide the services; (ii) to allow Optimise’s website to function effectively; and (iii) because of the minimal negative impact on website users (clients and candidates);
6. to efficiently respond to any queries you have about the services. This is in both your and Optimise’s legitimate interest and ensures timely responses are provided to clients and candidates.
7. to enhance your experience of the Optimise website and services, it is in Optimise’s interest that you receive the best experience possible from our services;
8. to improve your experience of direct electronic marketing that Optimise sends you (where you have consented to it).
9. to detect and prevent fraud and unauthorised access to Optimise’s systems.
10. and for any other purposes provided Optimise has obtained your consent to do so
11. Optimise may use your information, in an anonymous format, to produce management reports and to analyse the data so that it can enhance its website experience. It may share this data with third parties, but you will not be identifiable from any such data.
12. Optimise reviews the integrity of your personal data if it has reason to believe that the information has been falsely provided (for instance for an unlawful purpose). Optimise does this on the basis that it is necessary in its legitimate interest to ensure that the website is being used appropriately.

**Third party disclosure:**

Optimise does not sell, trade, or otherwise transfer your personal identifiable information.

Optimise provides your personal data to clients in order to provide services to you and uses your personal data in accordance with this privacy policy to other companies in the same group of companies as Optimise. These companies will only use your personal data in the same way as Optimise can under this privacy policy.

Optimise does not allow third-parties to use your personal data for their own purposes and only permits them to process your personal data for specified purposes and in accordance with instructions provided by Optimise.

Optimise will not transfer your personal data to organisations outside of the UK unless adequate safeguards are in place in such countries to secure your data.

Optimise is under a duty to disclose or share your personal data in order to comply with any legal obligation, or to protect the rights, property, or safety of Optimise, you or any third party, and to investigate illegal activities and breaches of any agreement Optimise has with you. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Optimise may pass your personal data to third parties in order to analyse the data. Optimise will always ensure that you are not identifiable from any such data.

Optimise may otherwise share your information as directed by you or subject to your consent.

**Data protection:**

Optimise has put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, it limits access to your personal data to those employees, agents, contractors and other third parties who have a business need to know and in accordance with this privacy notice. They will only process your personal data in accordance with Optimise’s instructions.

Optimise has put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where it is legally required to do so.

You play an important role in keeping your information secure. If you have any reason to believe that your interactions are no longer secure, then please contact [xxxx@xxxxx.co.uk](mailto:xxxx@xxxxx.co.uk)

**Your personal data:**

Optimise retains your data in accordance with its data retention policy and where it needs to do so in order comply with regulatory requirements.

Optimise retains your data for a period in accord with its data retention policy, balancing the potential risk of harm from unauthorised use with applicable legal requirements.

**Consent:**

Where Optimise relies on your consent as a condition for processing your personal data; you have the right to withdraw that consent at any time.

You have various statutory rights in relation to your personal data. In particular, you have the right to:

(i) an absolute right to object to direct marketing communications at any time;

(ii) obtain access to your personal data;

(iii) rectify any errors Optimise may have made in transcribing you personal data;

(iv) file a complaint with the Information Commissioner’s Office in the event you are unable to resolve any issues with Optimise directly.

**Cookies:**

Cookies are sent to your computer, mobile or other device when you visit Optimise’s website. You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies you may not be able to fully access Optimise’s web pages.

**Contact us:**

If you wish to contact Optimise in relation to this privacy notice, including questions in relation to any of the rights set out above, please contact : xxxx@xxx.co.uk