

## PRIVACY POLICY

AWA Platinum, a division of AgilityWorks Limited, is committed to protecting your privacy and maintaining the security of any personal information we receive from you. In this regard, we adhere strictly to the requirements and principles of the Data Protection Act 1998.

The purpose of this Privacy Policy is to explain what personal information we collect through our website ([www.awaplatinum.co.uk](http://www.awaplatinum.co.uk)) and how we may use it. Please read it carefully. By using our website you will be deemed to have read and accepted the policy, which is also incorporated as part of the Terms of Use for the website.

### **The information we collect**

When you are browsing our website you do not need to disclose any personal information. If you apply to join our Associate Practice we collect basic information from you to enable us to contact you and assess whether to grant you membership. This includes your CV.

If you use our website to search for a candidate from our Associate Practice, we ask for basic details about you so we may contact you with relevant information from us. We also collect basic contact information if you contact us via the website.

We do not collect sensitive information about you except when you specifically and knowingly provide it.

### **The way in which we use information**

If you join our Associate Practice, you will be able to set up and maintain a detailed online personal profile to record details about you, your skills and experience, your work preferences and availability for assignments. This will enable us to consider you for assignments. You will also be able to access privileged services such as expert forums for exchanging information with other Associates. Some of your personal details, such as your name, may be visible to other users if you use such services. We may also maintain online notes about you to enable us to provide a good service, including details of our contact history and client feedback.

We may use personal information supplied through our website to keep you informed about our company, our products & services, news & events and collateral. This may include information about our partners and their offerings. We may also use your information to help us personalise and improve the service we offer through our website.

We do not sell or rent your personal information to any third party for commercial reasons. We may, from time to time, employ the services of other parties to assist us with our marketing activities and we may share your information with these parties solely for the purposes of enabling them to deliver the requested service on our behalf.

In certain circumstances we may need to disclose information about you. We may do this if you breach our Terms of Use or if we are required to do so by law or any government body.

### **Updating and accessing your information**

If you join our Associate Practice, you will be able to maintain your personal information using our website, via a secure login. You may cancel your membership of the practice at any time by sending an email to [contacts@awaplatinum.co.uk](mailto:contacts@awaplatinum.co.uk). Your personal details will be retained by us for as long as you continue to belong to the practice and subsequently only to ensure that we have an appropriate record of our relationship with you.

You have the right to ask for a copy of the personal information we hold about you at any time by sending a request to [contacts@awaplatinum.co.uk](mailto:contacts@awaplatinum.co.uk). We may charge you a small fee for this service in line with guidelines laid down by applicable data protection legislation. You can also update or amend your personal details at any time by sending us a request using the same email address.

## **Maintaining data security**

Data security is of great importance to us and to protect personal data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure data collected online. That said, no data transmission over the Internet can be guaranteed to be totally secure. As a result, whilst we strive to protect your personal information, we cannot assure the security of any information that you send to us whilst it is being sent and you send such information at your own risk.

If you join our Associate Practice your personal details can be accessed online by use of your user name and password. If your login details are disclosed by you to any other individual, that individual will be able to view and change your personal information. Such disclosure is a breach of the Terms of Use of our website.

## **Use of Cookies**

We use a technology called 'cookies' as part of our normal business procedure to track patterns of behaviour of visitors to our website. A cookie is an element of data that our website sends to your browser which is then stored on your system. You can set your browser to prevent this from happening if you wish. Any information collected in this way can be used to identify you unless you change your browser settings.

## **Other websites**

Our website may contain references to third parties and their respective websites. We are not in any way responsible for the privacy practices or the content of such websites.

## **Transfer of your information**

We may transfer your information internationally, including to countries outside the European Economic Area. Other countries offer differing levels of protection of personal information, not all of which may be as high as in the UK.

## **Change of business ownership or control**

We may choose to sell or transfer control of certain parts of our business. Information provided by users of our website will, where it is relevant to any business so transferred, be transferred along with that business and the new owner or newly controlling party will, under the terms of this Privacy Policy, be permitted to use the data for the purposes for which it was supplied by you.

## **Changes to this Policy**

We operate in accordance with applicable UK data protection legislation. We reserve the right to change our Privacy Policy as we may deem necessary from time to time to reflect our business needs or as may be required to comply with changing legislation. We will post any changes on our website as soon as practical and you are deemed to have accepted the revised terms when you subsequently first use the website.

## **Consent and queries**

By disclosing your personal information to us using our website, over the telephone, or by other means, you consent to the processing of your personal information by us in the manner we have set out in this Privacy Policy.

If you have any questions relating to this Privacy Policy or how we use the personal information we hold about you, please contact us using the website, or send an email to [contacts@awaplatinum.co.uk](mailto:contacts@awaplatinum.co.uk) or write to us at our registered address:

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