

## Introduction

Apex Recruitment is committed to protecting the privacy of your personal data. This policy explains how we collect, use, and disclose individually identifiable information (personal information) through our website. Please read this Policy carefully. By using the website, and/or submitting any personal information, you expressly consent to the terms contained in this Privacy Policy.

## Collection of Personal Information

Apex Recruitment collects various categories of Personal Information via this website. If you submit a request via this website or through email communication, we may collect your name, email address, or other Personal Information contained within that correspondence. If you are an applicant or a candidate we may collect your name and contact details along with information about your employment history, professional experience and qualifications, educational qualifications, language ability or any other data you may provide online through a web based application form or your personal CV.

If you are a client or potential client we may collect your name, contact details, title or position, products or services requested, or other information that you may provide online through a web based application form or email correspondence.

With regard to all website visitors, we do not wish to collect any 'sensitive' Personal Information such as racial or ethnic origin, age, political, religious or philosophical beliefs, sexual life, social security or other Government identification numbers, Trades Union membership health or medical conditions, or criminal history unless legally required for recruitment purposes.

## Use of Personal Information

We may use Personal Information to respond to your enquiries and answer your questions, to provide you with requested information, and to undertake activities in connection with the conduct and management of our assignments. Examples include (but are not limited to) evaluating candidate qualifications, contacting potential candidates for further Personal Information, contacting named references, and communicating with clients about potential candidates. Apex Recruitment may also use Personal Information for the purpose of testing and maintaining our company databases, networks and computer systems, and for training and other internal purposes.

## Disclosure of Personal Information

We may share Personal Information with our affiliates and, where necessary or appropriate, in connection with the performance of our services to you and our clients. Our clients may be located in jurisdictions around the world. We reserve the right to disclose Personal Information to third party subcontractors including information technology providers and business process outsourcing providers, in order to support our continuing operations. We also reserve the right to disclose Personal Information in connection with any sale, assignment or other transfer of all or part of the business, or where we believe such disclosure may be required by law or may be necessary in connection with any legal claims. We may also use, disclose or otherwise process information you provide for statistical or other purposes we choose in our sole discretion, as long as such information is not in a personally identifiable form.

### Website Usage Data

As with many websites the Apex Recruitment website passively collects data about website usage through various means, such as Internet Protocol (IP) addresses to identify server problems, administer the website, and compile aggregated statistics for marketing and research purposes. We also use small text files ('cookies') that are sent to the hard drive of your computer to store bits of information related to your use of our website. You may configure your Internet Browser to reject cookie files, but in doing so you may be prevented from accessing important functions or effectively interface with the website contents.

### Security of Personal Information

Apex Recruitment maintains appropriate and reasonable technical and organisational measures to protect Personal Information from loss, misuse, unauthorised access and/or disclosure, alteration and destruction.

### Access to Personal Information

In order to provide the best service to candidates and clients Apex Recruitment need to ensure that your Personal Information is accurate, current and complete. If Personal Information you have provided previously has changed, please provide us with a new copy of your CV via the website link or by emailing [info@apex-recruitment.co.uk](mailto:info@apex-recruitment.co.uk). You may also request access to and the opportunity to review any Personal Information that we may hold relating to you, by sending us a written request at the postal address specified on this website. We will provide you with such information, and amend or delete such information upon your request to the extent we believe to be appropriate or otherwise required under relevant Data Protection and privacy laws. We will take reasonable steps to authenticate your identity prior to complying with your request for access to Personal Information.

### Links to Other Websites

This website may provide links to other third party websites or internet sites. Apex Recruitment is not responsible for the content of third party websites, and is not responsible for the collection, storage and or use of Personal Information details third party websites or internet sites may collect. You must read the Privacy Policy applicable to each internet or website you visit.

### Foreign Visitors to Apex Recruitment Website

This website is hosted on our computer server located in the United Kingdom. If you reside in a jurisdiction outside of the United Kingdom, by using this website or submitting any Personal Information you expressly consent to the transfer of Personal Information to the United Kingdom and other jurisdictions that we may operate in or that our clients may operate in, some or many of which may have data protection laws that differ from the laws in your own country of residence.

### Changes to Privacy Controls

Periodically, changes in applicable law may require Apex Recruitment to change or amend the Privacy Policy described above. If material changes are made to the Privacy Policy they will be displayed on this website page. This Privacy Policy does not constitute an agreement or contract between Apex Recruitment and any person, organisation or entity using this website or providing Personal Information.

### Contact Details

If you have questions relating to this Privacy Policy please contact Apex Recruitment in writing at the following address, marking your correspondence for the attention of:

The Data Controller  
Apex Recruitment Services Ltd.  
7a Tournament Court  
Edgehill Drive  
Warwick  
CV34 6LG