

Website Privacy Policy and Terms and Conditions

Each time you access or use www.opportunityaccess.co.uk and/or our mobile device application (collectively the "Website"), you are deemed to accept these terms and conditions.

www.opportunityaccess.co.uk ("the Website") is operated by Opportunity Access Ltd.

Your Use of this Site

You may only use the Website for lawful purposes when seeking employment or help with your career. You must not under any circumstances seek to undermine the security of the Website or any information submitted to or available through it. In particular, but without limitation, you must not seek to access, alter or delete any information to which you do not have authorised access, seek to overload the system via spamming or flooding, take any action or use any device, routine or software to crash, delay, damage or otherwise interfere with the operation of the Website or attempt to decipher, disassemble or modify any of the software, coding or information comprised in the Website.

You are solely responsible for any information submitted by you to the Website. You are responsible for ensuring that all information supplied by you is true, accurate, up-to-date and not misleading or likely to mislead or deceive and that it is not discriminatory, obscene, offensive, defamatory or otherwise illegal, unlawful or in breach of any applicable legislation, regulations, guidelines or codes of practice or the copyright, trademark or other intellectual property rights of any person in any jurisdiction. You are also responsible for ensuring that all information, data and files are free of viruses or other routines or engines that may damage or interfere with any system or data prior to being submitted to the Website. We reserve the right to remove any information supplied by you from the Website at our sole discretion, at any time and for any reason without being required to give any explanation.

Information Submitted by You

Opportunity Access Ltd will use information supplied by you to aid the associated administrative functions. We will process any data which you provide in completing the online registration or application forms and any further forms, assessments or personal details which you complete or provide to us when using the Website in accordance with relevant data protection legislation. We explain more about your personal data in our Privacy Policy.

Modern Slavery Act statement

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business. For our full Modern Slavery Act statement, please click [here](#).

Changes to Terms and Conditions and Invalidity

These terms and conditions may be changed by us at any time. You will be deemed to accept the terms and conditions (as amended) when you next use the Website following any amendment.

If any provision of these terms and conditions is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

DISCLAIMER

Whilst we have taken every reasonable precaution and care in compiling this website, we do not guarantee the accuracy or content of this website and you should not rely on this website or its contents. We also do not guarantee that use of this website will be uninterrupted or error free.

Your use of this website and the materials contained in it are done so entirely at your own risk. We do not accept any liability for losses or damages, that you may suffer as a result of your use of this website (including but not limited to - computer service or system failure, access delays or interruption, data non-delivery or mis-delivery, computer viruses or other harmful components, breaches of security or unauthorised use of the system arising from "hacking" or otherwise, or as a result of inaccuracies in website content.

We reserve the right to correct or delete (as appropriate) any typographical, clerical or other error or omission in any page posted on this website without liability on our part.

We reserve the right to make changes to this website at any time without notice and it is your responsibility to revisit this page from time to time to re-read this notice. Any revised term shall take effect as at the date of its posting.

The content of and your use of this website and your relationship with us are governed by English law and any disputes arising out of your use of or the publication of this website shall be subject to the exclusive jurisdiction of the English Courts.

Privacy policy

Privacy Policy - This also covers our GDPR Statement

Access Employees Ltd is committed to providing a transparent service and to protecting and respecting your privacy at all times. This policy describes what personal information we may collect from you when you use our website (www.accessemployees.co.uk).

It is our duty to take all necessary steps to ensure that personal information held by us is processed fairly and lawfully. We will take all necessary steps to implement this policy. All our employees and data processors who have access to personal information are obliged to respect the confidentiality of your personal information.

We may obtain information about you when you use this web site. Our policy in relation to this information is set out below.

What personal information we may collect from you:

- On your visits to our website, we may collect personal information including but not limited to, your IP address, browser, traffic data, timestamp, location data, content from surveys, contact forms, weblogs and other communication data and resources accessed.
- Information for marketing purposes and analysis, including how you respond to email, SMS, phone and other marketing campaigns.
- Information you provide to us when you use our contact forms. The provision of your personal information via our contact forms is not a statutory or contractual requirement, however fields marked with an asterisk (*) are mandatory, because we need this information to comply with or respond to your request.
- If you contact us, we will keep a record of that correspondence.
- Fields we may request in order to register for our services include but are not limited to your first name, last name, email address and mobile telephone number.
- We may also store cookies as set out in more detail in our Cookie Policy.

How we use your personal information:

- To provide you with the services you expect/request from us
- To tailor content and resources to your preferences
- To respond to your requests or questions
- To conduct direct marketing with your consent about services/events/promotions that might be of interest to you, which we will communicate via email, telephone, mail and other communication technologies.
- To send you other information such as upcoming events or newsletters
- To improve our content in order to create and publish information that is most relevant to you

- To ensure the content provided through the website is presented in the most effective manner for your device
- To allow you to participate in interactive features on our website
- To help us to further improve the website and systems to better serve you
- To perform analytical research on our prospective client and candidate base, including the content and services they are interested in
- Our website collects and shares information with third parties where necessary to comply with any legal obligation, or to employ other companies and individuals to perform functions on our behalf.

What the law says about this:

Our use of your information as described above is permitted by applicable data protection law because it is:

- necessary for our legitimate interests in pursuing the purposes set out above, and such interests in each case not being overridden by your privacy interests;
- in some cases, necessary to meet our legal or regulatory responsibilities, such as disclosures to authorities, regulators or government bodies; or
- in some cases, necessary for the performance of a task carried out in the public interest and, when we use special categories of personal information, necessary for establishing, exercising or defending legal claims or where the processing relates to personal information manifestly in the public domain;
- in limited circumstances, processed with your consent which we obtain from you from time to time, such as when you opt-in to receive marketing communications and news, via email and other communication means.

Do you have to give us the personal information we ask for?

- You are not obliged to provide your personal information to us when generally navigating our website, however we cannot fulfil any specific requests for information or provide you with a tailored service unless you do so.

Do we process information about you without any human intervention at all?

- Yes, at times we may use automated systems/processes and automated decision-making (like profiling) to ensure we give you a bespoke experience with us.

How long do you keep my personal information for?

- We will keep your information for as long as you wish to receive our communications and thereafter for the longer of the period required in order to meet our business, legal or regulatory responsibilities.

Sharing with third parties

In order to facilitate efficient use of your information, and to provide you with content and/or resources, or to fulfil a request you make of us, we disclose your information to third parties, in the following circumstances:

- From time to time, we may engage or employ other companies and individuals to perform functions on your behalf. By sharing your information with suppliers, contractors and agents, we can provide improved service for functions including but not limited to the hosting and/or maintaining of the website content, or the provision of certain website features. Such recipients are subject to contractual confidentiality obligations, therefore will only have access to your personal information as required by them to perform their functions, and not for any other purposes.
- Opportunity Access may share personal information within other entities belonging to the Opportunity Access Group, in order to serve you better or fulfil your requests.
- If we find in our sole discretion that we are under legal obligation to do so, we will disclose your information to government or law enforcement authorities.

IP addresses and cookies

We collect information about your computer, including but not limited to your IP address, operating system, browser type, which provides us with statistical data about users' browsing actions and patterns.

We may obtain information about your general internet usage by using a cookie file which is stored on your device, to help us to improve the website and deliver more personalised content. You may prevent the use of cookies by configuring your web browser accordingly, but please note that this may hinder some of the web site functionality.

For more information on our cookie policy please visit accessemployees.co.uk/cookie-policy.

Where your personal information is stored or processed

- Third party suppliers, contractors or agents: Where we use a third party, your personal information remains under our control and we have controls in place to ensure your personal information is adequately protected
- Other companies within the Opportunity Access Ltd group: We have a groupwide arrangement ensuring your personal information continues to be subject to an adequate level of protection

Do we transfer your data outside the European Union?

Should we sell or transfer any of our business assets this may include the sale or transfer of such databases of information to third parties. In addition, such a transfer or sale may mean that your personal information is transferred to countries outside the European

Economic Area. We only transfer your data outside the EU to countries which the European Commission believes offers an adequate level of protection to you, or where Access Employees uses appropriate safeguards to seek to preserve the privacy of your information. In providing us with information you consent to such use of your personal information.

Data Security

Although we will do our best to protect your personal information, you should be aware that the transmission of information via the internet is at your own risk. We will use strict operational procedures and adequate, technical and organisational security measures to prevent any unauthorised access, change, deletion or transmission of this personal information.

How you can access, correct and delete your personal information:

- **Right to access and obtain a copy of your personal information:** If you request confirmation whether we process any of your personal information, you may have access to your personal information and to certain information about how it is processed. In some cases, we may supply you with an electronic copy of your information.
- **Right to correct your personal information:** Should the information we hold about you be incorrect, you are entitled to ask that this information is updated or corrected.
- **Right to be forgotten:** You may make this request at any time, and Opportunity Access will evaluate the request. Subject to any legal rights or obligations we have to retain data, and in accordance with the law, if we determine that your request must be granted, we will do so without undue delay.
- **You have the right to withdraw your consent at any time, to the extent of our processing of your personal information by contacting info@opportunityaccess.co.uk**

CV security

Uploading your CV to opportunityaccess is an important part of the job seeking process and could help you to be headhunted for great roles. It's important you provide enough information on your CV for recruiters to contact you

However, in order to ensure your security online, you should **never** include any of the following in your CV:

- National Insurance number
- Driving license number
- Bank details
- Credit card details
- Passwords

- Date of birth

Marketing communications

We will gain your consent before sending any marketing communications to you via email or other communication means. We will generally gain consent via a check box on forms used to collect your personal information.

Where you receive marketing communications and then wish to opt out, you may do so via applicable 'unsubscribe' or 'opt out' functions or by emailing info@opportunityaccess.co.uk.

Policy Changes

The terms in the policy may change from time to time, and we will update and change this policy when legally obliged to.

Contact

Any questions, comments and requests regarding our policies should be addressed to info@opportunityaccess.co.uk