

Privacy Statement

At Tricorn Selection Ltd we are committed to protecting your privacy. This Privacy Policy will explain the steps taken to ensure information about you is kept both confidential and secure, it will only be used for the purposes as set forth herein. It is important that you read this Privacy Policy carefully in order to understand how your personal information will be treated. By using our website (<http://www.tricornselection.co.uk>) and passing your personal information on to us, you will be deemed to have read and accepted this Privacy Policy.

The information that follows explains why and how we collect information from you, to whom such information is disclosed and what your rights are.

What information is collected and how is it obtained?

The information is received in the following ways; if you complete our registration forms or directly from you in the form of a CV, telephoning or directly emailing us. The information we collect includes all of your contact details including your telephone number(s), email address, name, postal address, education and work history.

How is your information utilized?

We use the information that you supply to us in order to:

- 1) If you are an employer supplying us with a job specification, to candidates that are of interest to you.
- 2) If you are a candidate we will match your requirements to jobs you are interested in and future jobs you may be interested in, occasionally notify you about enhancements to our services
- 3) To compile salary surveys and other surveys.

Please let us know if you would rather not receive this information.

How do we protect your information?

We will not request information which is deemed excessive for our own purposes;

We will endeavour to keep any information we hold about you accurate and up to date;

We will delete any information which we hold about you which is no longer relevant, within a reasonable period of the date such information becomes no longer necessary for our purposes; Take measures to protect your data against unauthorised use.

Will Tricorn Selection Ltd disclose the information it collects to third parties?

Obviously the security of your data is imperative to us. Access to your personal data is only provided to our own staff and to prospective and intended clients of Tricorn Selection Ltd in order to assist with the recruitment process.

Tricorn Selection has never sold and would never sell, rent or trade your personal information to third parties.

Tricorn Selection do not use cookies on our website

CV's

We give you the option of submitting your CV via this website. This can be directly via our website, in response to an advertised position or on an ad hoc basis for positions as they become available.

Your CV will never be sent to employers without your express consent.

It is your right at any time to request a copy of the information we hold on you. If you would like to make a request for information, please email debbie@tricornselection.co.uk or simon@tricornselection.co.uk. It is also your right to request that we delete your details from our database.

Receipt of information

You can request, at any time, that we stop using your information and, that we stop mailing information to you. It is possible that you may continue to receive mailings on route to you for a short period of time while your request is being processed.

Acceptance

By using our website and/or service and by registering with Tricorn Selection Ltd you consent to the collection and use of this information by Tricorn Selection Ltd. We will post any changes to our privacy policy on our website, so that you are always aware of what information we collect, how we use it and under what circumstances it is disclosed.

Website disclaimer

Tricorn Selection Ltd uses reasonable care in collecting and putting forward the information found on this website and has used different sources to do so. The information is not intended to be used as anything other than a guide and it is advised that you take further independent advice before relying on it.

Tricorn Selection Ltd will not be liable for any damages (including, without limitation, damages for any consequential loss or loss of business opportunities or projects, or loss of profits) howsoever arising and whether in contract, tort or otherwise from the use of or inability to use the Site, or any of its contents, or from any action or omission taken as a result of using the Site or any such content

Other external websites that maybe relevant to Tricorn Selection Ltd, its services and industries, have been linked to this site, which may be useful to you. Tricorn Selection Ltd bears no responsibility for the content, accuracy or operation of these websites and does not necessarily endorse any opinions that may be expressed on them.

Tricorn Selection Ltd disclaims all liability arising from information provided by this site and we make no warranty that the contents of the site are free from infection by viruses or anything else which has contaminating or destructive properties and shall have no liability in respect thereof.

Tricorn Selection Ltd excludes all liability to the fullest extent permitted by law including any implied terms. You agree to indemnify us and keep us indemnified against all costs, expenses, claims, losses, liabilities or proceedings arising from the use or misuse by you of this Site

While Tricorn Selection Ltd will endeavour to make sure information on this site is kept as up to date as possible, we make no representation in respect of the existence or availability of any job advertised on it.

In summary

We are committed to protecting your privacy. Please let us know if you do not want to receive any announcements or special offers from us. The information we collect on the site to enhance your overall Tricorn Selection Ltd experience. Under no circumstances will we sell, trade or rent your personal information to others.