# Privacy and data sharing statement

We gather and use certain information about you in order to provide services and to enable certain functions on this website. Maintaining your trust is our top priority, so we adhere to the following principles to protect your privacy: We protect your personal information and will only provide it to third parties: (1) with your consent; (2) where it is necessary to carry out your instructions; (3) as reasonably necessary in order to provide our features and functionality to you; or (4) when we reasonably believe it is required by law, subpoena or other legal process. We have implemented appropriate security safeguards designed to protect your information in accordance with industry standards. If you are asked to provide information when using this website, it will only be used in the ways described in this privacy policy. We will always let you know when we make significant changes to this privacy policy.

### What data we gather:

When you log in to the services, create an account, use your account, and otherwise carry out activities within the service; you actively provide information about yourself. When you create an account with us, we collect information (including such things as your first name, last name, a valid email address, and a password). We also collect information when you fill out a profile. A complete Just Recruit profile includes professional details like your job title, education, and skills. You may also add information to your e-Portfolio in order to create a visual timeline of your career.

If you have any concern about sharing information with us or having such information displayed on our website, you should not become a member, visit our websites, or otherwise use our services. If you have already registered, you can close your account at any time.

#### How we use this data:

Collecting your data helps us understand what you are looking for from Just Recruit, enabling us to deliver the desired services. You agree that information you provide on your profile can be seen by others and used by us as described in this privacy policy. The personal information that you provide to us may reveal or allow others to identify aspects of your life that are not expressly stated on your profile (for example, your picture or your name may reveal your gender). Some of the information you provide to us might be sensitive personal data, i.e. information revealing racial or ethnic origin, religious beliefs or sexual orientation. By freely providing personal information to us when you create or update your account and profile, you are accepting and agreeing to our processing of your personal information in the ways set out by this privacy policy.

Supplying to us any information deemed "sensitive" by applicable law is entirely voluntary on your part. You can withdraw or modify your consent to our collection and processing of the information you provide at any time, in accordance with the terms of this privacy policy by changing your account settings, or by closing your Just Recruit account.

Any information you put on your profile and any content you post on Just Recruit may be seen by others, depending upon your account settings. With certain communications you send on our website, the recipient can see certain data such as your name, even if you have opted for a private profile. Any data uploaded to the website may be displayed and shared with third-parties if your profile is listed as public.

Any information that you provide for any third-party integration within the Skills Match system is used to connect the integration to their account only. We do not provide any of your non-public information (like your email address) to third parties without your consent, unless required by law.

Our website helps you search for educational opportunities and other professional content. Specifically, we may use your personal data:

- to provide you with the services of the system
- to communicate with you regarding employment opportunities
- to communicate with you regarding educational opportunities related to your employment goals

#### Controlling information about you:

You can change your Just Recruit information at any time by editing your profile, deleting content that you have posted, or by closing your account. You can also ask us for additional information that we may have about your account.

We will never lease, distribute or sell your personal data to third parties unless we have your permission, or the law requires us to do so. We keep your information for as long as your account is active or as needed. For example, we may keep certain information even after you close your account if it is necessary to comply with our legal obligations, meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce this agreement. You are responsible for ensuring that your information is complete, accurate, and up-to-date when you first register. Thereafter, you can keep aspects of your user profile current via the platform's online interface. Any personal data we hold about you is stored and processed in line with the EU General Data Protection Regulation.

### Security:

We will always hold your information securely. To prevent unauthorized disclosure or access to your data, we have implemented strong physical and electronic security safeguards.

## Information we receive from third parties:

If you choose to connect your account on our services to your account on another service, we may receive information from the other service. For example, if you connect to Facebook or LinkedIn, we may receive information like your name, profile picture, age range, language, email address, and friend list. You can stop sharing the information from the other service with us by removing our access to that other service. We may also disclose your personal information to third parties:

- to comply with law (including cooperation with regulators or officials), legal process or legal advice;
- to enforce or apply our terms of use and any other agreements;
- to protect the rights, property, or safety of the Company, our customers, or others. This may include exchanging information with other companies and organizations for the purposes of fraud protection and credit risk reduction; or if you expressly opt in to such sharing.

#### Links from our site:

Our website may contain links to other websites. Please note that we have no control of websites outside of our domain. If you provide information to a website to which we link, we are not responsible for its protection and privacy.

#### Cookies and how we use them:

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website.

We use cookies in order to identify whether you are signed into our website. We also use cookies in order to recognize you when you return to our website.

Cookies do not provide us with access to your computer or any information about you, other than that which you choose to share with us.

You can use your web browser's cookie setting to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your web browser to refuse cookies. However, please note that doing this may affect how our website function.

Unless you have changed your browser to refuse cookies, our website will issue cookies when you visit it.

#### How to contact us:

If you have questions or comments about this Privacy Policy, please contact us online hello@justrecruit.co or at Unit 1, 1 Holme Court Avenue, Biggleswade Beds, SG18 8PF. Telephone 0203 475 1789

You can also contact us at this email address if you would like to access any information connected to your account or delete your account.