



TEMPS ON-LINE LTD PRIVACY POLICY

This privacy policy sets out how Temps On-Line Ltd uses and protects any information that you give Temps On-Line Ltd when you use this website.

Temps On-Line Ltd is committed to ensuring that your privacy is protected and your personal information secure. Should we ask you to provide certain information by which you can be identified when using this website, this information will only be used in accordance with this privacy policy.

Temps On-Line Ltd may change this privacy policy from time to time by updating this page. To ensure you are always aware of how your personal information is being used, you should check this page from time to time. This policy is effective as of 9 December 2008.

Information collected

If you choose to register with Temps On-Line Ltd we may collect the following information ('personal information'):

- Name, location, email and contact details
- Career history and references
- Gender and nationality

How we use your personal information

Your personal information will be collected and used in accordance with national data and privacy laws, in particular the *Data Protection Act 1998*.

Temps On-Line Ltd will use your personal information to administer services in connection with this site, including your registration, any job applications and other recruitment services that you request. It is used for internal record keeping and to help improve our products and services.

The personal information that you provide to us is stored in our central database, located in the UK. From time to time we may use your information to contact you about information we think you might be interested in using the contact details you provide.

We do not use personal information collected through the website for any other purpose than that described in this privacy policy.

Disclosing your personal information

Temps On-Line Ltd will not disclose the personal information that you provide to any other outside parties except:

- As necessary for job applications or other recruitment services that you have requested
- With your consent or
- Where the law requires it.

Website cookies

We may use 'cookies' on our website. Cookies are small text files sent by a website and stored on your browser on your computer's hard drive. Cookies enable us to monitor the use of this website and tailor our operations by gathering and storing information about customer preferences.

By modifying your browser settings you can choose to decline cookies, however please note that if you choose to decline cookies, certain parts of this site may not be available to you or may not function properly.

Links to other websites

Our website may contain links to enable you to visit other sites of interest easily. Please be aware that once you have used those links to navigate away from our site, we can not have any responsibility for the protection and privacy of any information which you provide to those sites and those sites are not governed by this privacy statement.

Your consent

By submitting your personal information by registering with us, submitting a job application or providing your CV, you consent to the use of your information as set out in this privacy policy.

Your rights:

You have the following rights in respect of the personal information you provide to us:

- To see the information we hold about you
- To have any mistakes corrected or deleted
- To ask us to cease providing you with recruitment services

If you have any questions about how your personal information is used, or if you want to access, correct or remove your personal details please contact us at info@temps-online.co.uk .