

## **Privacy Policy of Corevalues Business**

Corevalues Business has created this privacy policy to guarantee our firm commitment to the services we provide and the protection of our client information.

### **Our policy regarding sharing Data**

We will never share, sell, or rent individual personal information to/with anyone without your advance permission unless ordered by a court of law. Information submitted to us is only available a) to employees managing this information for the purpose of contacting you regarding your business dealing with us or a request made by you for information, or b) to contracted service providers for the purpose of providing services relating to our communications with you. Employers who are clients of the Corevalues Recruitment will have access to your details as a prospective employer. Depending on our service a client will have access to your details and may contact you by phone, post or e-mail directly OR ask us to contact you. Finally, This will apply to both Our Estate Management, Outsourcing and Recruitment.

### **Recruitment Jobs by e-mail service**

Jobs by e-mail service matches a job seekers requirements for employment with the profile of vacancies advertised on our site. For job seekers who subscribe to this service you receive an e-mail detailing the company and the role that we believe you should be interested in. Your requirements are defined by all your details on our database from your online application form and/or CV. You can change your details at any time or unsubscribe at any time.

### **Making changes to your data**

You can revise any information you have provided to Corevalues or request that it be removed from our database by contacting us on our emailing [info@Corevaluesbiz.com](mailto:info@Corevaluesbiz.com)

### **Communicate to Client**

Before we put you forward for a position we need your permission, therefore, we will either call or e-mail you with details of jobs and let you decide. We may also e-mail a general newsletter from time to time with useful careers and jobs information which you can opt out of if you wish.

## **2 Data Protection.**

These are the Acts of Parliament which set out principles relating to the use of data to ensure that the rights of the person who is the subject of the data are protected under the law.

### **Information stored?**

The data you provide us with is stored on a secure database server and can only be accessed by user ID and password system.

### **Security**

This site has security measures in place to protect the loss, misuse and alteration of the information under our control.

Your Data will be accurate and complete and, where necessary, kept up to date.

Data will be adequate, relevant and not excessive in relation to the purposes for which it was obtained.

Data will be kept only for clear and legal purposes.

Data will not be disclosed in any manner incompatible with the purposes for which it was obtained.

We will only disclose your Data to third parties who are willing to carry out legitimate business dealings with us e.g. (Employers) and for purposes relating to the services we provide.

**We will disclose Data where we are compelled to do so by law.**

We will share your information with carefully selected third parties who provide services to you on our behalf. In these circumstances we will ensure that adequate contractual and technical safeguards are in place to protect your Data and that such third parties only use your Data in accordance with our instructions this Privacy Policy and all applicable laws. The information you provide to us may occasionally be passed to third parties located outside the European Economic Area. Countries outside the European Economic Area do not always have strong data protection laws. However we will always take steps to ensure adequate contractual and technical safeguards are in place to protect your Data and that such third parties only use your Data in accordance with our instructions, this Privacy Policy and all applicable laws.