

Privacy Policy

Privacy Policy for Hunter Hughes Limited

Hunter Hughes Limited (Company Number: 8390004) is committed to protecting the privacy of our candidates, clients and users of our website. We will ensure that the information you submit to us via our website or through our office is only used for the purposes set out in this policy.

The Information We Collect and How We Use It

Hunter Hughes Limited may collect your personal details, including but not limited to your name and contact details (together with your e-mail address) and other relevant information from your CV. On occasions this may also include - sensitive personal information such as details of criminal convictions and ethnic origin. This information is held, used and disclosed by us as follows:

1. To provide our services to you.
2. To maintain our business relationship, where you are a user of our website, a client or candidate.
3. To enable you to submit your CV for general applications, to apply for specific jobs or to subscribe to our job alerts. Please see the separate section on your CV below which outlines additional uses and disclosures.
4. To match your details with job vacancies, to assist us in finding a position that is most suitable for you and to send your personal information (including sensitive personal information) to clients in order to apply for jobs.
5. To answer your enquiries.
6. To direct-market products and services, advise you of news and industry updates, events, promotions and competitions, reports and other information. Where we do so, you will be able to unsubscribe from such communications.
7. To fulfil contractual obligations with our clients.
8. To trusted third parties where we have retained them to provide services that you or our clients have requested, such as reference, qualification and criminal reference checking services (as required), verification of the details you have provided from third party sources, psychometric evaluations or skills tests. These third parties comply with similar and equally stringent undertakings of privacy and confidentiality as Hunter Hughes Limited.
9. To third parties who perform functions on our behalf and who also provide services to us, such as professional advisors, IT consultants carrying out testing and development work on our business technology systems, research and

mailing houses and function co-ordinators. These third parties comply with similar undertakings of privacy and confidentiality as Hunter Hughes Limited.

10. We may also release personal information to regulatory or law enforcement agencies, if they require us to do so. We will also disclose your information where we are permitted and requested to do so by law; and

11. We may also seek your consent to collect, hold, use and disclose your personal information for any other purpose not listed above.

Job Alerts

To subscribe to job alerts emails, you will be required to provide your e-mail address, which will be used for the purpose of keeping you informed, by e-mail, of the latest jobs in your nominated industry and/or will provide you with industry news. Should you decide that you no longer wish to receive this information, unsubscribe links are provided in every job alert email that you receive. Job alerts can also be received via RSS feeds without having to provide your email address. Job alerts emails are sent by Hunter Hughes Limited.

Curriculum vitae ("CV")

We give you the option of submitting your CV via our website or by providing your CV to one of our Consultants. You can do this either to apply for a specific advertised job or for consideration by our recruitment consultants for positions as they come up. Your CV will be stored in the Hunter Hughes Limited database and will be accessible by Hunter Hughes Limited Recruitment Consultants in the UK.

You are able to withdraw your permission for your data processed outside the UK upon completing your registration form with Hunter Hughes Limited.

You can update your CV at any time, simply by following the same procedure to submit a new CV. Your old CV will automatically be archived providing the submission details remain the same (for example you submit both CVs using the same email address, or you advise the relevant contact of your new submission).

Access

You have the right at any time to ask us for a copy of the information supplied by you that we hold. We may ask you to verify your identity and for more information about your request. We also have the right to charge an administrative fee for this service. Where we are legally permitted to do so, we may refuse your request and will give you reasons for doing so.

If you would like to make a request for information, please contact enquiries@hunterhughes.co.uk. You also have the right to ask Hunter Hughes Limited to stop using your information. However, if this involves a request for deletion of your file, please be aware that we may not be required or able to do so, particularly where your file also holds information about our clients or financial information that we need to keep for periods of up to six years, i.e. that relate to tax matters. Where we are unable to comply with your request we will provide reasons for failing to do so.

Other websites

Please note that clicking on links and banner advertisements may result in your transferal to another website - where data privacy practices may be different to that of Hunter Hughes Limited. Visitors should consult the other websites' privacy policies as we are not responsible for, and have no control over, information that is submitted to or collected by these third parties.

Internet-based transfers

Given that the Internet is a global environment, using the Internet to collect and process personal data necessarily involves the transmission of data. Therefore, by browsing our website and communicating electronically with us, you acknowledge and agree to our processing of personal data in this way.

Changes to our Privacy Policy

This privacy policy may be changed by Hunter Hughes Limited at any time. If we change our privacy policy in the future, we will advise you of changes or updates to our privacy policy by a prominent notice on our website. Continued use of this website or our services after such changes will constitute your acceptance of such changes.

If, at any time, you have questions or concerns about Hunter Hughes Limited's online privacy commitment, please feel free to e-mail us at enquiries@hunterhughes.co.uk.

Equal Opportunities

Hunter Hughes Limited is an equal opportunities employer and a company committed to diversity. This means that all job applicants and members of staff will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

As part of our commitment to equal opportunities we may from time to time use information provided by you for the purposes of diversity monitoring. All such information will be used on an anonymised basis. Please click here for more information on diversity.

Contact

If you have any enquires you can contact us at: enquiries@hunterhughes.co.uk or by writing to us:

Paul Hughes
Director