



## **Data Protection and Privacy Policy**

One Step Limited (“One Step Careers”) is committed to protecting the privacy of our users. We want to provide a safe and secure user experience. We will use our best efforts to ensure that the information you submit to us remains private, and is only used for the purposes set out in this policy.

We give you the option of submitting your Curriculum Vitae (“CV”) via this website. You can either apply for a specific advertised job or for consideration by our recruitment consultants for positions as they come up. Your CV will then be stored in our secure ‘skills base’ central in-house database and will only be accessible by the One Step Careers recruitment consultants. Your CV can be updated at any time, simply by following the same procedure to submit a new CV. Your old CV will automatically be replaced. You have the right at any time to ask us for a copy of the information supplied by you that we hold. If at any time, you would like us to remove and permanently delete your information and record, simply ask us to do so and we will.

### **How is the information we collect, used?**

Your personal details, including your name, e-mail address and CV, are held and used by us for the following purposes:

- For matching your details with job vacancies, to assist us in finding you the position that most suits you;
- For keeping you informed of our news and wider developments in your chosen field;
- For tailoring the version of our website you see when you log on to make it relevant to you; and/or
- For compiling salary and other surveys of our candidates.

### **Disclosures of your information**

We will share your information within the group of One Step Careers of companies where necessary in order to provide you with our recruitment services.

It is possible that One Step Careers could merge or be acquired by another business. If this happens, we may share the information that relates to you with the new owners of the business and their advisers. You will be sent notice of such an event.



Your CV and related information will be sent to prospective employers but only where you give your consent. Such employers may be located both inside and outside the European Economic Area.

We may also release information relating to you to regulatory or law enforcement authorities, if required to do so. We also reserve the right to disclose the information we have collected about you to our professional advisors and to other persons to the extent that One Step Careers contracts out any aspect of the operation of its recruitment agency services. These third parties will be acting under similar undertakings of confidentiality as One Step Careers.

### **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 industry news via job alerts.

### **Links and Banners**

Please note, by clicking on to links and banner advertisements, you may be transferred to another website, where data privacy practices may be different to that of One Step Careers. You must consult their privacy policy as we will not be held responsible for, or 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 on an international basis. Therefore, by browsing this web site 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 One Step Careers at any time. If we change our privacy policy in the future, we will set out those changes here, so that you will always know what personal information we gather, the purposes we might use it for and to whom we might disclose it.



## **Equal Opportunities**

One Step Careers 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. Any such information will be used on an anonymous basis in accordance with the terms of our Privacy Policy.

If, at any time, you have questions or concerns about One Step Careers online privacy commitment, please feel free to e-mail us at [info@onestepcareers.co.uk](mailto:info@onestepcareers.co.uk) or call your local office to speak to one of our representatives.