

## Privacy policy

### Why do we have a privacy policy?

Click Jobs is committed to privacy for everyone who accesses the Website. Under the Data Protection Act 1998, we must comply with certain requirements which are designed to ensure that any data you provide to us is processed with due care and attention.

### What sort of data do we collect?

Click Jobs collects personal data about you to help in the recruitment process and marketing process and for administrative purposes when you purchase training courses. This data consists of information including your name, address, e-mail address, credit history (this only applies when you enter into a credit agreement when purchasing a training course), work and education history and your responses to and the results of assessments administered through the site, plus details of your eligibility to work. We also collect information in the aggregate to provide us with a better understanding of the users of our Website as a group, but which does not contain personally identifiable information.

### Why do we process this personal data?

We process this personal data as necessary to aid the recruitment process and to provide our services to you and to market products and services to you as well as advise you of news and industry updates, events, promotions and competitions (where we do use your information to market further products and services to you, you will be able to unsubscribe from such communications). We may also use data collected in the aggregate to help us to understand our users as a group so that we can provide you with a better service.

### Why do we collect and process sensitive personal data?

We collect and process sensitive personal data only so far as is necessary and in compliance with all applicable legislation. By using the Website and by registering your details with us, you consent to us collecting and processing sensitive personal data supplied by you and disclosing this information to prospective employers, course providers and clients in connection with the recruitment process.

### Do we pass data to third parties?

We may pass data to third parties that help us to process data, to prospective or intended employers or customers for the purpose of recruitment. If you opt-in to the Portal & CV Search service, we will make your portal details and CV available to search by third party recruiters and prospective employers. Please see below for more information on this service. We may also share aggregate information with selected third parties but we do not disclose individual names or any identifying information.

### How is this data safeguarded?

The security of your data is extremely important to us. Access to your personal data is only provided to our staff and third parties who help us to process data, to prospective employers or customers in order to help with the recruitment process.

## CV Search

When you construct your portal page and or upload your CV or apply for a job using your profile, you are given the option to opt-in to Click Jobs 's CV Search service. If you choose to opt-in then your profile and CV will be made available to and searchable by third party recruiters and

prospective employers which can greatly increase your visibility and aid your job search. You can subsequently opt-in or opt-out of the CV Search service at any time by amending your privacy and contact settings in your portal account profile.

How do we let you know if our policy changes?

Any policy changes, either due to business reasons or future changes in legislation, will be posted on this page and, if substantial, may be promoted on the Website or through e-mail notification.

What are 'cookies' and why do we use them?

'Cookies' are ways of saving a small amount of personal information. We use cookies to save information about what type of job or course you're looking for. This allows easy access to our site, with recommendations that are relevant to you. If your computer is shared by other people, we advise that you untick the 'keep me signed in' checkbox when you sign in to [www.ClickJobs.co.uk](http://www.ClickJobs.co.uk). This will remove all details from the cookie. If you would like more information about cookies, go to the Website [all about cookies](#).

We use third-party advertising companies to serve ads when you visit our Website. These companies may use information about your visits to this and other websites in order to provide advertisements about goods and services of interest to you. If you would like more information about this practice and to know your choices about not having this information used by these companies, please visit [http://networkadvertising.org/managing/opt\\_out.asp](http://networkadvertising.org/managing/opt_out.asp).

Click Jobs uses Google Adwords conversion tracking to measure advertising performance and improve the quality of the adverts you see. Find out more about [Google Site Stats](#).

To find out about all the cookies used on our Website and how to manage them, visit our [cookies page](#).

How do you remove your name from the database?

You can contact us to request for your account to be closed at any time, which will be confirmed by Click Jobs within 48 hours of your request.

How do you unsubscribe from future mailings?

If you have a Click Jobs .co.uk jobseeker account, you can stop receiving emails by updating your contact preferences.

Registered Office

Click Jobs is a trading name of Raspberry Recruitment Limited  
10 Chetwyn Court  
Gresford  
LL12 8EG

Company Number 10390904

Registered in England and Wales.

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## Terminology

Aggregate - this is when all data is collected and processed as a total to enable us to look at such information as demographic and geographic trends, so that we can try to produce a better service in the future.

Data - information which is being processed by equipment operating automatically in response to instructions given for that purpose, is recorded with the intention that it should be processed by means of such equipment, is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system or forms part of an accessible record.

Data Protection Act 1998 - this is the act 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.

Personal data - data which relates to a living individual who can be identified from those data, or from those data and other information which is in the possession of, or is likely to come into the possession of, Click Jobs .

Privacy policy - this statement by Click Jobs which explains the ways that we try to protect our users' privacy.

Recruitment process and marketing process - the process of gaining employment and recruiting new staff and the ongoing administrative process involved once a user has gained employment or recruited new staff.

Click Jobs - Click Jobs is a trading name of Raspberry Recruitment Limited and their partner / subsidiary companies.

Sensitive personal data - personal data consisting of information as to the racial or ethnic origin of the data subject, political opinions, religious beliefs or other beliefs of a similar nature, membership of a trade union, physical or mental health or condition, sexual life, the commission or alleged commission of any offence or any proceedings related to any offence.

Third Parties - these are companies and people other than Click Jobs and the group of companies of which it is part.

Users - people who use our Website and register their details with us for the purposes of recruitment, either to gain employment or for the purposes of recruiting new staff.

Website - Click Jobs is a trading name of Raspberry Recruitment Limited's website [www.ClickJobs.co.uk](http://www.ClickJobs.co.uk) and/or mobile device application.