

## Privacy Policy

At Executive Futures, we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [admin@executivefutures.co.uk](mailto:admin@executivefutures.co.uk) or by writing to Executive Futures, The Granary, Linton Road, Hadstock, CB21 4NU. Alternatively, you can telephone 01789 203260.

### Who are we?

Executive Futures Cambridge is a Limited Company with the registered number 6694400 trading as Executive Futures.

### How do we collect information from you?

We obtain information about you when you apply for a job vacancy directly, via online Job Boards, or through our website, when you register on our website or contact us about our services.

### What type of information is collected from you?

The personal information we may collect, hold and process might include:

- Your name
- Your address
- Your email address
- Your telephone number
- CV/work history
- Job preferences including role, geographical areas and salary
- Any other work related information you provide, for example, education or training certificates

### How is your information used?

The above information is used to provide our services to you in our capacity as an employment business / agency to find you suitable work whether on a temporary or permanent basis based on your requirements, for example:

- To provide recruitment and related services
- To provide information on suitable job opportunities, to match your profile with suitable job vacancies and to assist you finding a position that is most suitable
- To apply for jobs on your behalf
- To make you aware of opportunities with our clients as they arise
- To market our recruitment services to you

## **How your Data will be stored and for how long**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic, risk management and managerial procedures to safeguard and secure the information we collect. Our security procedures protect data from being misused, misplaced, or accessed, changed or disclosed by unauthorised people.

If you opt in to our “jobs via email” service, limited contact details (name, email address and contact number) will be stored on a secure server linked to our website. If you upload your CV, it will be transferred to and stored on our CRM system.

We will store your data in our CRM System, an internal system only accessible by our consultants. Our use of a CRM system ensures that your data is securely stored. Our consultants can search and process this data, only in order to provide you with recruitment services.

Executive Futures will keep your personal data no longer than necessary. We will appropriately dispose of your personal data when it is no longer required or if you ask to be removed from our systems. We would normally retain data on our database until you retire. This is to allow us to provide you with a quality ongoing recruitment and career advisory service for the entirety of your career. However, you can request removal of your data at any time.

## **Who has access to your information?**

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

We may transfer your personal information to a third party as part of a sale of some or all of our business and assets to any third party or as part of any business restructuring or reorganisation, or if we're under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our supporters and customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

## **Compliance with Legal Authorities**

Should Executive Futures be required by the authorities in any jurisdiction and where such requirement is in compliance with legislation or other legal process, personal data may be disclosed to these authorities.

## **How you can access and update your information**

The accuracy of your information is important to us. If you change email address, or if any of the other information we hold is inaccurate or out of date, please email us at [admin@executivefutures.co.uk](mailto:admin@executivefutures.co.uk).

You have the right to ask for a copy of the information Executive Futures hold about you.

## **Request removal of your data from our database**

You may get in touch with us at any time to request removal at any time.

For any of the above matters or other queries related to your data, please contact [admin@executivefutures.co.uk](mailto:admin@executivefutures.co.uk).

### **Unsubscribe from the 'jobs via email' service**

To unsubscribe from our 'jobs via email' service, either click the unsubscribe option on a received email or send an email to [admin@executivefutures.co.uk](mailto:admin@executivefutures.co.uk) with 'Unsubscribe Request' in the subject field.

### **Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it's treated securely. Any sensitive information is encrypted and protected with 128 Bit encryption on SSL. When you are on a secure page, a lock icon will appear on the bottom of web browsers such as Microsoft Internet Explorer.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

### **Use of 'cookies'**

#### **1. What are cookies?**

Cookies are widely used tiny pieces of software (files) that are installed on a computer or mobile device when an individual visits a website.

Windows Explorer, which is one of the main internet browsers, will usually store these files in a folder called 'cookies' in 'documents and permissions' on computers running Microsoft Windows.

Cookies allow websites to recognise that a user on an individual computer has previously visited the site. The cookies save some information about that user for when they access the site again in the future.

By using and browsing the Executive Futures website, you consent to cookies being used in accordance with [our policy](#). If you do not consent, you must turn off cookies or refrain from using the site.

Most browsers allow you to turn off cookies. To do this, look at the 'help' menu on your browser. Switching off cookies may restrict your use of the website and/or delay or affect the way in which it operates.

#### **2. What types of cookies are there?**

Broadly, there are 4 types of cookie:

*Strictly necessary cookies.* These are cookies that are essential to make a website work and enable features that users have specifically asked for. These types of cookies are commonly used with e-billing. Without use of cookies, these features of the website could not operate.

*Performance cookies.* These cookies collect anonymous information about users for the purpose of assessing the performance of a website. Common uses include well-known web analytics tools such as ‘Google Analytics’.

*Functionality cookies.* These are cookies that automatically remember choices that users have previously made in order to improve their experience next time they visit a website. For example, where users select their preferred settings and layout.

*Targeting or Advertising cookies.* These cookies are similar to performance cookies, in that they collect information about users’ behaviour. However, this information is used at individual user level to advertise products and services to users on the basis of the behavioural information collected.

### 3. What cookies does the Executive Futures website use?

The table below shows what cookies we use and why.

Cookie used	Type of cookie	Why do we use this cookie?
<b>Google Analytics</b>		
_ga 2 years Used to distinguish users. _gid 24 hours Used to distinguish users. _gat 10 minutes Used to throttle request rate.	Persistent	To compile statistics and to help us to improve our website and the services we offer
<b>Hotjar</b>		
_hjIncludedInSample	Persistent	To compile statistics and to help us to improve our website and the services we offer

#### Consent

If you continue to use our website we will assume that you are happy to receive all cookies from our website.

#### Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other

websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third party site.

### **16 or Under**

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

### **Transferring your information outside of Europe**

If we need to transfer your data outside the EEA, we will alert you and explain clearly why we're doing it. This will only occur in relation to recruitment or related services provided by Executive Futures. Generally we operate within the EEA but we do sometimes deal with non-EEA companies.

### **Website recording**

Our web site may also use the web site recording service that may record mouse clicks, mouse movements, page scrolling and any text keyed into website forms. Data collected by website recording is for Executive Futures internal use only. The information collected is used to improve our website usability and is stored and used for aggregated and statistical reporting.

### **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in May 2018.