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*International Veterinary Recruitment*

## **VetRecruit Privacy Policy**

The VetRecruit team takes the confidentiality of your personal details very seriously. The Privacy Policy of VetRecruit Limited and [www.VetRecruit.co.uk](http://www.VetRecruit.co.uk) is described here for your information. By visiting [VetRecruit.co.uk](http://VetRecruit.co.uk), you accept and consent to the practices described in our Privacy Policy.

Any personal information provided to or gathered by [VetRecruit.co.uk](http://VetRecruit.co.uk) is controlled solely by VetRecruit Limited of Bank Chambers, 1-3 Woodford Avenue, Gants Hill, Ilford, Essex, IG2 6UF, UK. VetRecruit Limited is registered in England and Wales under company number 06056910 (VAT Reg. 920236656).

We only gather the relevant information needed to enable us to provide the best possible service to our registered users. We use the information primarily to match those users seeking employment with suitable job vacancies provided to us. We also use the information to manage our financial accounts, to keep track of how particular job applications are proceeding and to determine the outcome of the introductions we make between job applicants and employers. In order to process the information gathered we work together with EcoOffice Data Management Ltd of 46 Mount Pleasant Road, Hastings, East Sussex, TN34 3SH, UK. EcoOffice Data Management Ltd also has an office in the Philippines, where some of the data processing for VetRecruit is carried out. You should be aware that the Philippines do not have a data protection law, however we are confident that we have all necessary legal precautions and all technical and organisational measures in place to protect and safeguard your data.

Finally the information may be used to prevent or detect fraud or abuses of our website. Information about our customers will never be sold or made available to any third party with the following exceptions: information entered by users seeking employment may be made available, in full or in part, to users seeking to fill job vacancies and information will be transferred to the above mentioned Data Management company to process it on our behalf. By providing VetRecruit with such information, users agree that this may be passed on to relevant third parties.

We keep a record of the information provided to us via the online forms found throughout the VetRecruit website. You may choose to withhold certain information from us, though this may limit our ability to offer you our best service. We also automatically receive and store certain types of information whenever you interact with us. For example, like many websites, we use "cookies" and we obtain certain types of information when your Web browser accesses [VetRecruit.co.uk](http://VetRecruit.co.uk), including your computer's IP address. A number of companies offer utilities designed to help you visit websites anonymously. If you are using such tools, you may not be able to make full use of our services; however, we want you to be aware that these tools exist.

Cookies are alphanumeric identifiers that we transfer to your computer's hard drive through your Web browser to enable our systems to recognise you and to keep track of your identity as you navigate through our website. You need to enable cookies on your computer to be able to access VetRecruit.co.uk as a registered user.

To keep you informed of our actions on your behalf when you are registered as a user, we periodically send automated emails to your registered email address. This also ensures that all information on our system is accurate and helps combat fraud by notifying you of your account activity.

We may release account and other personal information when we believe release is appropriate to comply with the law; enforce or apply our Terms of Business and other agreements; or protect the rights, property or safety of VetRecruit Limited. This includes exchanging information with other companies and organisations for fraud protection and credit risk reduction. Obviously, however, this does not include selling, renting, sharing or otherwise disclosing personally identifiable information from customers for commercial purposes in a way that is contrary to the commitments made in this Privacy Policy.

We maintain physical, electronic and procedural safeguards in connection with the collection, storage and disclosure of personally identifiable customer information. Our security procedures mean that we may occasionally request proof of identity before we disclose personal information to you. It is important for you to protect against unauthorised access to your password and to your computer. Be sure to sign off when you finish using a shared computer.

VetRecruit.co.uk gives you access to a broad range of information about your account and your interactions with VetRecruit Limited for the purpose of viewing and, in certain cases, updating that information. As discussed above, you can always choose not to provide information, even though it might be needed to enable us to provide our service to you. When you update information, we may keep a copy of the previous version for our records.

If you choose to visit VetRecruit.co.uk, your visit and any dispute over privacy is subject to this Privacy Policy and our Terms of Business, including limitations on damages and application of the laws of England. If you have any concern about privacy, please email us and we will try to help.

Under The Data Protection Act you have the right to find out what personal information we hold about you. However, you will need to write to us and ask for a copy of all the information held about you to which the Act applies. We will reply to your request as soon as reasonably possible, but in any case within 40 days of receiving it. We will not keep your information any longer than necessary. You can also request VetRecruit Ltd at any time to stop processing and/or delete any information held about you. Again, you must do this in writing, i.e. either by email or post.

If you believe your personal data is inaccurate, you should write to tell us what exactly you believe is wrong with your information and what should be done to correct it. There is no particular form of words that you need to use, provided that you make clear your

identity, the personal information to which you refer and what should be done to correct it.

Should you at any time feel you are being denied access to personal information that you are entitled to, or feel your information has not been handled properly, please contact us immediately and we will do our very best to rectify the situation. In case you are not satisfied by our response you can contact the Information Commissioner's Office for further help ([www.ico.gov.uk](http://www.ico.gov.uk)).

Our business changes regularly and our Privacy Policy and Terms of Business may change also. You should check our website frequently to see recent changes. Unless stated otherwise, our current Privacy Policy applies to all information that we have about you and your account. We stand behind the promises we make, however, and will never materially change our policies and practices to make them less protective of user information collected in the past without the consent of affected users.