

PLEASE READ THIS PRIVACY POLICY CAREFULLY BEFORE USING THIS SITE**1. General**

- 1.1 **www.crea8ingcareers.com** (“our site”) is a site operated by Crea8ing Careers CIC (“we” or “us”). We are registered in England and Wales under company number 8700217 and have our registered office at 34 Pennington Road, Tunbridge Wells, Kent TN4 0SL. We are committed to protecting and respecting your privacy.
- 1.2 This policy (together with our terms of use –and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.
- 1.3 Please read the following carefully to understand the ways in which we use and protect your personal data.
- 1.4 By browsing and using our web site, you expressly consent to this Privacy Policy governing your use of the website and our use and disclosure of your personal data.
- 1.5 If you do not accept such use and disclosure of your personal data, you must not use our web site.
- 1.6 For the purpose of the Data Protection Act 1998 (the “Act”) and as defined under the Act, we are the Data Controller.

2. Information we may collect from you

We may collect and process the following data about you:

- (a) if you provide it to us, we will collect and process personal data of a sensitive nature, such as your ethnicity and your religious and political views.
- (b) information that you provide by filling in forms on our site. This includes information provided at the time of registering to use our site, subscribing to our service, posting material (including CVs) or requesting further services. We may also ask you for information when you enter a competition or promotion and when you report a problem with our site;
- (c) if you contact us, we may keep a record of that correspondence;
- (d) we may also ask you to complete surveys that we use for research and marketing purposes, although you do not have to respond to them;
- (e) technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;

- (f) details of your visits to our site including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise, and the resources that you access; and
- (g) any video, audio or digital media files that you send to us. By doing so, you agree that we may edit, modify or alter any video, audio or digital media files that you send to us and that we may upload such digital media file to our site.

3. IP addresses

We may collect information about your computer, including where available your IP address, operating system and browser type as more particularly described in Section 2 above, for system administration and to report aggregate information to our advertisers.

4. Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies we use, how to opt out, and the purposes for which we use them, see our [Cookie Policy](#).

5. Where we store your personal data

- 5.1 The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (“EEA”). It may also be processed by staff operating outside the EEA who work for us or for one of our third party suppliers. By submitting your personal data, you agree to this usage, transfer, storing and/or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.
- 5.2 Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.
- 5.3 Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

6. Uses made of the information

We use information held about you in the following ways:

- (a) to make it available to entities and individuals who provide career guidance advice and services;

- (b) to make it (including your CV and contact details) available to potential employers or other organisations who may be interested in offering you or meeting with you to discuss employment opportunities, work experience, placements, trials or interviews;
- (c) to ensure that content from our site is presented in the most effective manner for you and for your computer;
- (d) unless you direct otherwise, to provide you with information, products or services from us, our affiliates or commercial third parties, which we feel may interest you, where you have consented to be contacted for such purposes;
- (e) to analytics and search engine providers that assist us in the improvement and optimisation of our web site;
- (f) to carry out our obligations arising from any contracts entered into between you and us;
- (g) to report aggregate information to our advertisers;
- (h) to allow you to participate in interactive features of our service, when you choose to do so; and
- (i) to notify you about changes to our service.

7. Disclosure of your information

In addition to disclosing your personal information as identified in section 6 above, we may disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use - [Website Terms](#) and other agreements; or to protect the rights, property, or safety of Crea8ing Careers, our licensors, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

8. Links

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

9. Plugins

Similar to the links described in Section 8 above, we have no control over and accept no liability in relation to the information and content sent to you or collected from you via Plugins, including your IP address and information about which third parties' websites you linked to from our site. For example, if you have a Facebook account and use its Plugins,

Facebook will be able to consolidate the data collected from your browser via the Plugins with other information it holds on you via your Facebook account. Please see the privacy policy of the entity providing your relevant plug-in for more information about your privacy rights.

10. Your rights

You have the right to ask us not to process your personal data for marketing or promotional purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data, or you will be provided with an opportunity to unsubscribe from any marketing or promotional information that we may send you each time this is provided to you. You can also exercise the right at any time by contacting us at info@crea8ingcareers.com.

You may unsubscribe from any employment or promotional information that we may send to you by emailing us at info@crea8ingcareers.com

You can find out if we hold any personal information by making a 'subject access request' under the Act. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to us for any personal information that we may hold, you need to put the request in writing addressing it to Crea8ing Careers, 34 Pennington Road, Tunbridge Wells, Kent TN4 0SL.

If we do hold information about you, you can ask us to correct any mistakes by contacting info@crea8ingcareers.com.

To request the deletion of your personal information, you may contact us by email at info@crea8ingcareers.com, or by writing to Crea8ing Careers, 34 Pennington Road, Tunbridge Wells, Kent TN4 0SL. We will comply with your request in accordance with and subject to the Act.

11. Access to information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to reasonable administration fees (charged to you by us in accordance with the Act) to meet our costs in providing you with details of the information we hold about you.

12. Changes to our privacy policy

We reserve the right to vary this privacy policy from time to time. Such changes shall either be notified to you by e-mail or posted on the home page of our site. Changes in this manner shall be deemed to have been accepted if you continue to use the site after a period of two weeks from the date of transmission of the e-mail or of posting on the home page of our site, whichever occurs later.

13. Contact

- 13.1 Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to info@crea8ingcareers.com.