

## Privacy Policy

Gibbs S3 Limited is a leader in the Technology and Resourcing Solutions industry.

We want to reassure you that we take the collection, use and retention of your personal data seriously and below we specify how we use the information we hold about you.

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This Privacy Policy ("**Policy**") (together with our terms and conditions) sets out the basis on which the personal data collected from you, or that you provide to us will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting [www.gibbs-s3.com](http://www.gibbs-s3.com) ("**Website**"), you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 1998 (the "**Act**"), the Data Controller is Gibbs S3 Limited, a company registered in England and Wales (registered number 05486006) whose registered address is at 140 Buckingham Palace Road, London SW1W 9SA ("**We**", "**Us**").

## Collecting and using your information

Your information including your name, address, telephone number, email address and any information provided on your CV or other attachments is collected by us and processed at our offices.

Your information is collected and retained by us for the following purposes:

- Matching your details to job opportunities
- Forwarding details of your skills and experience, without your contact data, to clients whom we feel may be interested in engaging your services
- Keeping you informed of job opportunities and contract assignments which we think may be of interest to you
- Necessary processing during a contract assignment
- Keeping you informed of goods and services offered by us, our group companies or our business partners.

## IP Addresses

We may collect information about your mobile phone, computer or other device from which you access the Website including where available your IP address, operating system and browser type, for systems administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns, and does not identify any individual. We may, however, use such information in conjunction with the data We have about you in order to track your usage of our services.

## Location and Retention of your Personal Data

We take appropriate measures to ensure that personal data is kept secure and kept only for the duration of your use of our service and any information collected from you is kept secure and kept only for so long as is necessary for the purpose for which such information is used.

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 the Website; 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.

If your personal details change you may update them by contacting us using the contact details below. If you have any questions about how We use data collected which relates to you, please contact us by sending a request by email to the contact details below. We will endeavour to update your personal data within seven (7) working days of any new or updated personal data being provided to Us, in order to ensure that the personal data We hold about you is as accurate and up to date as possible.

## Sharing Your Information

We want to provide as full a service as possible and support you in the development of your career.

Therefore, your information will be accessible by our associated companies, subject to strict security controls. We do not anticipate that we will need to send your information out of the EEA. However, if we do so, we shall obtain your prior written consent and take reasonable steps to ensure that the receiving party has an adequate level of data protection.

Your information will not be forwarded to any parties outside our group (with the exception of our clients, agents who process data on our behalf and successors in title to our business) without your consent.

## The Data Protection Act 1998

The information that you give us, including your CV and e-mail address, is termed "personal data" under the Data Protection Act 1998. We must therefore follow the principles set out in that Act when we process your personal data. All the personal data that we obtain from you is held on our on-line database and Gibbs S3 Limited is a "data controller" for the purposes of the Data Protection Act. Our registration number is Z1405786.

## Data Quality

We rely on you to ensure that your information is complete, accurate and current.

Please do inform Gibbs S3 Limited promptly of any changes to your information.

## Security Measures

We have technical and organisational security measures in place to ensure the security of your information and to protect it against deliberate or accidental manipulation, destruction, loss or unauthorised access. In the event of a data breach We will aim to report this to you within 24 hours.

## Your rights

You have the right to request a copy of all personal data We hold about you. A small charge may be made for this service.

You have the right to request that We erase all personal data We hold about you except where We must maintain an archived record for auditing or other legal requirements.

If you would like a copy of the information held on you or for your information to be removed or would like us to correct, amend or update your information please contact us on the contact details below.

## Changes to our Privacy Policy

We reserve the right to modify this Policy at any time. Any changes We may make to our Policy in the future will be notified and made available to you using the Website. Your continued use of the services and the Website shall be deemed your acceptance of the varied privacy policy.

## Contact Details

Address: Gibbs S3 Limited, Cantium House, Railway Approach, Wallington, Surrey, SM6 0DZ

Email: [punam@gibbs-s3.com](mailto:punam@gibbs-s3.com)

Telephone: +44 (0) 208 773 7650