

## **Privacy policy**

All personal information transmitted or otherwise submitted to Parity via this web site shall only be used by Parity to the extent permitted by applicable legislation.

### ***Information about our Organisation and Website***

Parity Group plc and its subsidiaries (referred to as 'Parity') are dedicated to ensuring that your privacy is protected. 'Parity' is made up of the following companies Parity Solutions Ltd (providing IT solutions and Talent Management Services) and Parity Resources (providing IT staffing solutions). This statement explains the privacy practices of Parity, and may change from time to time so please check back periodically. Whilst Parity as a group is committed to this privacy policy you may find that only parts of it relate to you depending on which company within the Parity Group you are dealing with.

### ***What information is collected about me by Parity and how?***

Parity collects information about you for the purposes of project management, statistical and marketing analysis/surveys, administration and legal purposes, client references, and to help us in any future dealings with you, for example by identifying your requirements and preferences and to advise you of other services offered by the Parity Group of companies and those of selected third parties. The information that you provide to us will be held in our systems or those of our suppliers. We collect the personal data that you may volunteer while using our services through the use of enquiry, registration and booking forms, submission of CVs and every time you email us your details.

### ***What non-personally identifiable information does Parity collect?***

Parity may also collect non-personally identifiable information (that is, information that does not specifically identify you), such as aggregate use statistics. We may collect some basic information about your computer and Internet connections, including: your Internet protocol address, your operating system (e.g. Windows or Mac), your browser software (e.g. Netscape or Internet Explorer), your Internet Service Provider (e.g. AOL or AT&T), your geographic location. Parity collects this information to improve its own web-site services, for example, to diagnose problems with our server, or administering our Web site.

### ***How is my information stored by Parity?***

The information you provide to Parity is submitted on the understanding that information may be held by us and/or by organisations that hold or process this information on our behalf in connection with the service(s) we provide, this may include companies outside the European Union. The systems of Parity and these companies are protected by industry recognised secure methods.

### ***What else should I know about my privacy when using other websites?***

Our Web sites enable our visitors to communicate with others visitors or to post information to be accessed by others if permission has been provided. Parity's web-sites may contain links to other Web sites but Parity is not responsible for their respective privacy practices, content or data capture policies (e.g. cookies). Parity may however share non-personally identifiable aggregate data with such Web sites (e.g. how many people use our Site). Please check with those sites to determine their privacy policy.

### ***Disclosure***

We do not disclose your personal data to other organisations other than as necessary for the purposes for which you have supplied your information or to meet legal obligations. However information may be made available to other companies in the Parity Group and our suppliers which may include companies outside the European Union. In certain circumstances Parity will offer you the means to disallow consent to disclosure throughout Parity Group by indicating in a box at the point on the site where personal data is collected or by contacting our Data Protection Officer. We may also engage third parties to process information on our behalf subject to appropriate security protections being in place. We may also disclose personal data in order to comply with a legal or regulatory obligation or if necessary for legal proceedings.

### ***Confidentiality / Security***

Unfortunately, no data transmission over the Internet or any wireless network can be 100% secure, but Parity does employ industry recognised security methods, policies, rules and technical measures to protect the personal data that we have under our control from unauthorised access, improper use or disclosure, unauthorised modification and unlawful destruction or accidental loss.

### ***Candidate information (including CV submission)***

Your CV will usually contain personally identifiable information such as your name, postal address, e-mail address, telephone number, current and past work details (i.e. your employment history).

Parity will also obtain information about you when we take references from those past employers or clients whom you have indicated on your CV may be contacted. We may also be required to take other references before forwarding your details for any potential vacancy to one of our clients. You acknowledge and confirm that such references may include Parity being provided with details of any unspent criminal convictions or other similar information.

Parity may also collect information from third party suppliers. Parity will only collect CV's from third party suppliers where those individuals to which the information relates are given the opportunity to expressly consent to their CV being searchable by Parity.

Whilst Parity will only collect CV's from third party suppliers, Parity cannot be liable for their respective privacy policies and/or their terms and conditions of use. Parity will always act in a lawful and professional manner; therefore, Parity will cease to trade with any third party supplier that is reasonably believed not to be acting in accordance with the fundamental principles of the Data Protection Act.

Parity may, in certain instances, also obtain information as a result of an acquisition, merger or take over.

We may analyse your CV and any other information, collected in accordance with this Privacy Policy (e.g. via telephone updates), to determine your qualifications and abilities in order to match your details with suitable recruiting organisations.

Once our recruiters have quantified and qualified the requirements of our clients, they may perform database searches based on your key data, including but not limited to: location, skills, experience, availability date and salary/hourly rate requirements.

Parity will not disclose any of your personally identifiable information to any recruiting organisation without your express permission.

Parity conducts its business with honesty and integrity and these principles are communicated to, understood and observed by all Parity staff. Parity undertakes that it will not share your personal career details with any third party other than in accordance with this Policy.

In order for Parity to maximise its marketing of you and to help us find a vacancy which matches your requirements we need your help to ensure that the data we hold about you is as accurate and up-to-date as possible. Accordingly we ask that you keep Parity informed of any changes to your details on a regular basis. You are responsible for ensuring that the information you provide to Parity is as complete and accurate as possible. Parity reserves the right to decline to hold information about you if it reasonably considers that the information provided by you is false.

You can update the information we hold about you at any time. If you update your information, Parity will replace any old information stored on its database about you.

### ***Registration for training courses***

Information collected through the registration facility is used to customise and personalise pages. It has benefit to the user in that once logged in, forms that require such information are automatically populated with it, saving the user time and ensuring accuracy. Information obtained from the use of the site, which includes browsing patterns, is used in aggregate form and to assist when personalising pages. In order for you to attend a training course delivered by a partner organisation, it may be necessary to exchange some contact information with them.

### ***Cookies***

The Parity Web Site uses temporary cookies for initialising an ASP session during any login process, but for your protection they are removed from your machine when you leave our site. You do have the right to refuse or delete cookies – please refer to the instructions for your file management software to delete existing cookies or to your browser manufacturer's instructions to stop cookies being stored on your computer in the future. However, by deleting or disabling cookies you may not be able to access certain areas or features of the site.

### ***Security Precautions***

Your account information and profile are password-protected so that only you have access to this information. We recommend that you do not divulge your password to anyone. Remember to logout from your registered area and close your browser window when you have finished your visit to our site. Ultimately you are solely responsible for maintaining the secrecy of your passwords and/or any account information.

### ***How can I access my information?***

You can ask us, by sending postal mail to Data Protection Officer, Parity Group Plc, Wimbledon Bridge House, 1 Hartfield Road, Wimbledon, SW19 3RU, or contacting our Data Protection Officer (see link below).

We will provide you with a readable copy of the personal data which we keep about you, and to which you are entitled under the Data Protection Act 1998 - although we may require proof of your identity before doing so. We may charge you an administration fee of £10 for processing your application.

We allow you to challenge the data that we hold about you and, where appropriate, you may have the data, erased, rectified or amended.

### ***Privacy Compliance***

. Our policies and procedures also carry the hallmark of ISO9001:2008.

Parity companies are required to comply with the laws and regulations of the countries in which they operate.

### ***Privacy Support***

If you have an enquiry or concern about our privacy policy, please contact:

**Name:** Richard Alcock

**Designation:** Data Protection Officer

**Address:** Parity Group plc

Wimbledon Bridge House, 1 Hartfield Road, Wimbledon, SW19 3RU

**Phone Number:** 0845 8730790

**Email:** [dataprotection@parity.net](mailto:dataprotection@parity.net)

**URL:** [www.parity.net](http://www.parity.net)

### ***Your consent to this policy***

By using our Web site, you consent to the collection and use of information by Parity as specified above. If we decide to change our privacy policy, we will gain consent where appropriate and post those changes on this page so that you are always aware of what information we collect and how we use it.