

Web Privacy Policy – Talent Link Recruitment Site

Introduction

This policy describes the practices which Monitor follows regarding the protection of the privacy of the visitors and users of this recruitment website and their personal information. We are committed to implementing fair information practices. We believe that everyone benefits from the free flow of information when that information is gathered and used responsibly.

Please be aware that this site may contain links to other sites which are not governed by this privacy policy.

If you have any questions or you feel that your concerns have not been addressed by this privacy policy, or you just want to talk to us, feel free to contact us.

If you are only visiting this site, Monitor does not collect any personal information about you, except to a limited extent through the use of cookies, which is described below.

If you are using this site to seek employment with Monitor, we may collect information as follows:

Expressing an interest in working for Monitor

We will collect your personal data if you make an application for employment at Monitor. We will also keep records of any correspondence between us. Your information will be used by Monitor for the purpose of administering its recruitment programme. This will include matching of your details to current vacancies, planning and monitoring recruitment campaigns and notifying you from time to time of current vacancies.

The provision of personal data is optional and once you have provided your personal information you may ask us to stop processing it at any time. However, please be aware that your refusal to provide us with your personal data or to process it thereafter may result in Monitor being unable to carry out any recruitment activity with regards to your application within this online environment.

Who manages the system?

Monitor is providing the recruitment database on which your information will be stored and we are the entity which is the 'data controller' within the meaning of the Data Protection Act 1998. The database is managed on behalf of Monitor by Talent Link. The information you provide here may be shared by Monitor with suppliers of recruitment services to Monitor.

Who can access your information?

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 that unauthorised persons will not be able to view your data. 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.

Authorised access to your information is restricted. Only recruitment staff within Monitor and limited individuals at suppliers of recruitment services to Monitor have access to your profile on the database. Talent Link can access your information as is necessary to maintain the database and perform its functions but may not share any information without first obtaining permission from Monitor.

From time to time, we may need to disclose your personal details if explicitly requested by you, as required by a court order or any other legal or regulatory requirement.

Monitor does not collect or compile personal data or information obtained by this site for dissemination or sale to outside parties for consumer marketing purposes or host mailings on behalf of third parties.

Monitor does not anticipate that your personal data will be transferred or processed outside of the European Economic Area.

Your personal profile and application progress.

You have a responsibility to ensure you submit accurate information and keep it up to date. Mandatory information will be marked accordingly. Your email address allows us to communicate with you if your qualifications and/or preferences match job opportunities, or if you opt to receive automated notifications of job postings at Monitor. Your personal profile also makes it possible for you to access the recruitment section of the site to monitor progress of your application or amend your details should you wish to do so.

Data Retention

You may ask to have your information deleted at any time. Unless you request deletion, once you have submitted your information it will be stored in accordance with applicable legal and regulatory requirements.

Your information will remain on file with us as long as you are actively pursuing positions with Monitor. However, please note that your data will not be kept more than one year after the last contact with you.

Sensitive personal data

Please be aware that we may collect sensitive personal data for the purposes of workforce monitoring (age, gender, ethnicity, disability, etc.) or for other purposes required by law. By submitting your sensitive personal information, you are agreeing to it being used in this way.

Referees

If you provide any information in relation to third parties or referees, you are responsible for obtaining their consent and ensuring they are aware that their details will be forwarded to, and used by, Monitor. By agreeing to this policy, you are consenting to Monitor verifying or having verified on its behalf all necessary reference checks.

Access, rectification and opposition

If you are unable to access your details via your personal profile or you want to rectify/update or exercise your right to ask us to stop processing your information, please contact us. This is without prejudice to your rights under the Data Protection Act 1998 to access a copy of your information.

Security

Monitor has implemented accepted standards of technical measures and security policies that protect the personal data it has under its control from:

- Unauthorised access
- Improper use or disclosure
- Unauthorised modification
- Unlawful destruction or accidental loss
- Cookies

This site uses cookies. A cookie is technology that allows the site to store information (an "identifier") in your browser used only while you are on the site. Cookies are not used to determine the personal identity of anyone merely visiting the site. Cookies also help us track traffic patterns so that we know how best to improve the site for our visitors.

If you do not want to receive a cookie from this site, you may have the option of setting your browser to notify you when you receive a cookie so that you can determine whether to accept it or not (see your browser settings to do that). However, please be aware that if you do turn off cookies in your browser, you will not be able to fully experience some of the features of this site.

Changes to this policy

Monitor may change this policy as needed. If changes are made, please note that it may take up to 30 business days before new policy practices are implemented.