

Syntax Data Protection Policy



We have put in place policies and procedures to protect personal information we collect about you to comply with the UK Data Protection Act 1998 and subsequent amendments to this Act.

Details of how we collect, use and disseminate your personal data are described here to demonstrate our commitment to protecting your privacy.

What data do we collect about you?

Your Curriculum Vitae (CV) and personal details:

Syntax regards your CV as important, private documentation. We believe that you; the CV owner, should be fully in control of the contents of your CV and who sees that information. When submitting your CV and Personal Details to Syntax we store information such as your name, address, education, employment history and other details normally found on a CV. We are collecting this information in order to aid you in your search for employment.

We need your help to ensure that the data we hold is as accurate and up-to-date as possible. To achieve this we ask you to update your profile regularly (at least every six months). We are reliant on you supplying us with a factually accurate and complete picture of you and your requirements.

Who sees your Personal Details / CV and how is it used?

Only current authorised Syntax employees will have access to this data.

Syntax will obtain your permission BEFORE the CV is sent to any potential employer.

Syntax provides a job via e-mail service based on your personal profile.

You can unsubscribe from the job email service at any time by editing your personal profile.

Should you wish to be removed from our database you can do so either via your personal profile, or by sending an email to the Candidate Management Team – cmt@syntaxconsultancy.com

iProfile

We are one of an increasing number of leading recruitment companies that ask their candidates to register using an iProfile. iProfile is the online dynamic career profile that is rapidly replacing the traditional CV.

SkillsMarket processes your personal information on behalf of the recruitment companies (the data controllers). Although SkillsMarket may engage sub-contractors to assist in managing your information, you can control and restrict the access to your information via an on-line control panel. SkillsMarket complies with the Data Protection Act 1998 and has put in place policies and procedures to ensure that your privacy is protected.

SkillsMarket may use personal information provided by you to contact you by e-mail, phone, facsimile or mail from time to time in relation to our services or the services of certain third parties. By agreeing to these terms of use, you are consenting to receive such information. SkillsMarket may transfer your



personal data to other entities within the SkillsMarket group of companies and/or their affiliates. Your iProfile is an industry standard record of your skills, experiences, personal information and job expectations, held in a highly structured format.

Your iProfile will become available to other iProfile compatible recruitment companies as a result of your use of those other company's services, for example, submitting a CV. However, the personal information held on your iProfile will only be shared amongst recruitment companies to which you have already submitted your details or will submit your details in the future.

Your iProfile information may be transferred outside of the European Economic Area (the "EEA"). Any transfers of your iProfile information outside of the EEA will be made in accordance with the Data Protection Act 1998.

You can control access to your iProfile by clicking on the link at the end of the Terms of Use. Should you have any concerns whatsoever about our use of your personal information, or do not wish to receive information in respect of our services or the services of certain third parties, please contact us on the links on the contact use section.

Your attention is drawn to the website [terms and conditions](#) and the Terms of Use, which govern the use of your iProfile, this site and the services.

Feedback

Any feedback that is submitted via the website becomes the property of Syntax Consultancy Ltd.

We may use this feedback for marketing purposes, unless you specify otherwise.

We may also contact you for further feedback on the site, unless you specify otherwise.

Website Security

This site has security measures in place to protect the loss, misuse and alteration of the information under our control.

In order to protect your information we provide you with a unique Username and Password so you can log-in to and access your personal details.

All personal data including candidate CVs are stored on a secure database; a firewall is in operation to prevent 'hacking'.

Only current authorised Syntax employees have access to the database, and a unique ID and Password controls the access rights of these employees.

Cookies

What are Cookies?

A "cookie" is a small amount of data that is sent to your browser from a web server and stored on your computer's hard drive. It can only be read by the webserver that set the cookie.



For users who login to the online system we set a session cookie. The purpose of this cookie is to retain your identity for the duration of that session only.

Syntax provides the option to store a permanent cookie thus enabling automated login to the site.

Does this site provide a 'no cookie' alternative?

Provision has been made for would be users of the site who prefer not to have a cookie set. This is called the "Non-registered candidate application form" which enables you to apply to jobs without logging in.

Your Legal Data Protection Rights

In accordance with the Data Protection Act 1998 you, the data subject, can ask to view all documentation we hold at any time. Syntax reserves the right to charge the sum of £10.00 for this request.

Contacting Syntax

If you have any questions about this privacy statement or the practices of this site, you can contact:

The Data Controller
Syntax Consultancy Ltd.
1 College Place
Derby
DE1 3DY
Tel: 01332 293605
Email: data.controller@syntaxconsultancy.com