> UK & International Executive Search & Selection



Albany Grange Limited (trading as The Martin Veasey Partnership) is a specialist recruitment consultancy working with both employers and candidates. We provide content on this site subject to these terms and conditions which may change from time to time. By accessing and using this site, you agree to these terms. The user of the site represents that you have read and understood these terms and agree to be bound by them.

## **Privacy Policy**

Albany Grange Limited (trading as The Martin Veasey Partnership) is committed to protecting the privacy of candidate personal information in all our dealings with you. This includes our on-line services or through direct contact with our consultants.

We have measures in place to ensure our staff comply with high standards of security and confidentiality to protect your information.

### Your consent

By using our site and/or registering data with us in any way, you consent to the collection and use of this data by us. If we decide to change the Privacy Policy, we will post those changes on this site so that you are always aware of what data we collect, how we use it and under what circumstances we disclose it.

### Your CV

When you register your CV with Albany Grange Limited (trading as The Martin Veasey Partnership) it will be made available to our consultants and prospective clients in connection with the recruitment process unless you request otherwise. If you have queries about the CV disclosure processes and the organisation's that we have contacted on your behalf please feel free to email us at applications@martinveasey.com

### Sensitive personal data

We collect and process sensitive personal data only to comply with legal requirements, such as equal opportunities laws. By registering your details with us, you consent to us collecting and processing any sensitive personal data supplied by you such. Ethnic origin details will only be used for equal opportunities monitoring.

#### Third parties

The security of your data is extremely important to us. Access to your personal data is only provided to our staff, to third parties who help us to process data and to potential employers in order to help with the recruitment process.

## **Job Applications**

If you have applied for a job through Albany Grange Limited (trading as The Martin Veasey Partnership) the information you provide will be used to determine your suitability for the position and, if applicable, in determining terms of employment or engagement. It may also be included in management information used to monitor recruitment initiatives and equal opportunities policies. If your application goes further, details may be disclosed to third parties for reasons such as the verification of, or obtaining extra, information. Details may also be disclosed if required by law or for the purposes of Albany Grange Limited (trading as The Martin Veasey Partnership)'s business requirements (e.g. to auditors or third party service suppliers).



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If your application is unsuccessful, we may try to find you employment with alternative clients and may, therefore, disclose your details to other prospective clients in connection with the recruitment process unless you request us not to.

## **Record-keeping**

To ensure that Albany Grange Limited (trading as The Martin Veasey Partnership)'s records are accurate you may from time to time receive relevant information and reminders from us connected to the service you have requested. This provision of relevant information complies with the processes laid down in The Privacy and Electronic Communications Regulations (2003). If you do not wish to receive such information and reminders from us please contact applications@martinveasey.com.

### **Notification of changes**

Any changes we make to our Privacy Policy will be posted on this page of the website. If at any time you have questions or concerns about the policy please contact us at applications@martinveasey.com

## Acceptance

You agree that personal information including your CV which is collected by Albany Grange Limited (trading as The Martin Veasey Partnership) may be used and disclosed for such purposes and to such third parties in accordance with the Albany Grange Limited (trading as The Martin Veasey Partnership) Privacy and Data Protection Policy. By submitting your personal information including your CV, you agree that you have read, understood and accept the Privacy and Data Protection Policy. Also, you consent to the use, transfer and disclosure of the data referred to throughout this Privacy Policy.

## Data Submitted by You

You are responsible for any information submitted by you to the Site. And you are responsible for ensuring that all information supplied by you is true, complete and accurate and not misleading or likely to mislead or deceive and that it is not discriminatory, obscene, offensive, defamatory or otherwise illegal, unlawful or in breach of any applicable legislation, regulations, guidelines or codes of practice or any intellectual property rights including copyrights and trademarks of any person in any jurisdiction.

You are also responsible for ensuring that all information, data and files are free of viruses or other routines or engines that may damage or interfere with any system or data prior to being submitted to the Site. We reserve the right to remove any information supplied by you from the Site at our sole discretion, at any time and for any reason without being required to give any explanation.

We will process any data which you provide in completing the online registration or application forms and any further forms, assessments or personal details which you complete or provide to us when using the Site in accordance with UK data protection legislation. For more explanation about your personal data see our 'Privacy Policy'.

Personal information comprising your CV may be accessed by third parties outside the Economic European Area. This could happen, for example, if you apply for a vacancy where the employer is based outside the EEA. By registering and using the Site, you consent to this transfer.

Also, by registering and using the Site, you consent to us collecting and processing sensitive personal data supplied by you and disclosing this information to prospective employers and clients in connection with the recruitment process including the ongoing administrative process once you have gained employment.

## **Data Protection**

Albany Grange Limited (trading as The Martin Veasey Partnership) is registered as a data controller for the purposes of the Data Protection Act 1998.

The information that you give us about yourself is deemed to be personal data under this Act and we aim to ensure that we process such information in accordance with the principles set out in the Act.



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Albany Grange Limited (trading as The Martin Veasey Partnership) will process the information provided by candidates for the purpose of assessing and administering applications and/or registration.

Processing may include disclosure of your details to third parties such as the client organisation that is recruiting unless you request us not to do so.

The information provided will be utilised for internal administration purposes only. The information you provide will not be sold to a third party or used for the purposes of direct marketing by a third party.

## General disclaimer of liability for content

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It is the responsibility of the user to evaluate the data, opinion, advice, or other content contained within the site. We do not accept responsibility for the validity or quality of any inclusions contributed by a third-party. This site has not verified, reviewed or approved all linked sites and makes no representation warranty or guarantee as to any such sites accuracy or suitability. Links may contain material which is illegal, objectionable or offensive. If you have any inquiries and disputes with linked sites they should be directed to the individual

### Third party disclaimer

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The job skill requirements, qualifications, and preferred experience are determined by a subsidiary, office or department within the organisation which is offering the position, and all positions are subject to local prevailing employment laws and restrictions. This would include immigration laws pertaining to work authorization requirements and any other applicable government permissions or compliance.

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#### Variation

Whilst it is not our intention to do so, we reserve the right to change the site's policies and terms at any time. Price and availability data is subject to change without notice. Any such changes will be posted on the site.

### **Indemnity**

In order to use this site you must agree to be legally bound and to abide by the terms and to indemnify and hold us harmless from all alleged or actual damages, claims and expenses relating to any warranty, guarantee or representations posted on the site or linked sites. This also includes, without limitation, lawyer's fees. The use of this site for any reason is deemed to be an agreement of this condition.

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If a term, covenant, provision, or condition of this agreement becomes, or shall be held by any court of competent jurisdiction to be against public policy or illegal, all remaining provisions of this agreement shall remain in full force and effect and unaffected, impaired or invalidated by this decision. The invalidated item shall be modified by the parties to the full extent possible to carry out all the intentions and directives stated in this agreement.

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