

Privacy Statement

Here at Liberty HR Recruitment Ltd, we understand the importance of protecting the personal data of our candidates and clients. You can visit Liberty HR Recruitment Ltd on the Web without telling us who you are or revealing any personal information about yourself. We collect no such information about you when you visit our site, unless you choose to provide that information to us.

This Privacy Statement explains in detail the types of personal data we may collect about you when you interact with us directly. It also explains how we'll store and handle that data, and keep it safe. We know that there's a lot of information here but we want you to be fully informed about your rights, and understand how Liberty HR Recruitment Ltd uses your data.

With this in mind, Liberty HR Recruitment Ltd adheres to the following Privacy Statement. English law and jurisdiction applies with respect to the content of this notice and the information contained. In particular, Liberty HR Recruitment Ltd recognises and addresses our obligations under the provisions of the Data Protection Act 1998, the General Data Protection Regulation (EU 2016/679) and any applicable statutory or regulatory provisions and all European Directives and regulations in force from time to time relating to the protection and transfer of personal data;

Liberty HR Recruitment Limited will collect the personal details that you provide to us on our website for the purposes of providing you with services and/or information. In providing such services and/or information to you we will only use your data in accordance with the terms of the following statement. This statement sets out below:

- How personally identifiable information of yours is collected from you through the website.
- How the information is used by us
- With whom the information may be shared and for what purpose(s)
- What choices are available to you regarding collection, use and distribution of the information?
- The kind of security procedures that are in place to protect the loss, misuse or alteration of information collected through our website
- How you can correct any inaccuracies in the information.

Information Collection and Use

Liberty HR Recruitment Limited is the sole owner of the information collected on this site. We will not sell, share, or rent this information to others. Liberty HR Recruitment Ltd collects information from our users at several different points on our website. (Aggregated demographic information can be shared see below.)

Sharing

We may share aggregated demographic information with our clients. This is not linked to any personal information that can identify any individual person.

Cookies

A cookie is a piece of data stored on the user's hard drive containing information about the user. Usage of a cookie is in no way linked to any personally identifiable information while on our site. Once the user closes their browser, the cookie simply terminates. For instance, by setting a cookie on our site, the user would not have to log in a password more than once, thereby saving time

while on our site. If a user rejects the cookie, they may still use our site but their experience and the usability of the site will be impacted.

The types of cookies we use on our website

Session cookies – these are temporary and are erased when you close your internet browser.

Persistent cookies – these remain on your hard drive until you erase them or they expire at a pre-set deletion date.

Cookie Type	Details
Strictly necessary cookies	<p>These cookies enable services you have specifically asked for.</p> <p>They are essential in order to enable you to move around the website and use its features, such as accessing secure areas of the website. Without these cookies services you have asked for, like forms and internet banking, cannot be provided.</p> <p>These cookies collect anonymous information on the pages visited.</p>
Performance cookies	<p>These cookies collect information about how visitors use a website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how a website works.</p> <p>These cookies remember choices you make to improve your experience.</p>
Functional cookies	<p>These cookies allow the website to remember choices you make (such as your user name, language or the region you are in) and provide enhanced, more personal features. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customise. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites.</p> <p>These cookies are used to deliver adverts more relevant to you and your interests.</p>
Targeting or advertising cookies	<p>They are also used to limit the number of times you see an advertisement as well as help measure the effectiveness of the advertising campaign. They are usually placed by advertising networks with the website operator's permission. They remember that you have visited a website and this information is shared with other organisations such as advertisers. Quite often targeting or advertising cookies will be linked to site functionality provided by the other organisation such as advertisers.</p>

Other third party cookies

On some pages of our website, other organisations may also set their own anonymous cookies (for example, a Facebook feed). They do this to track the success of their application, or to customise the application for you. Because of how cookies work, our website cannot access these cookies, nor can the other organisation access the data in cookies we use on our website.

Other websites

Our website may, at times, contain links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

For example, when you share a page using a social-media sharing button (for example, Facebook), the social network that has created the button will record that you have done this.

How do I turn cookies off?

It is usually possible to stop your browser accepting cookies, or to stop it accepting cookies from a particular website. However, doing so may prevent the website from working as expected.

All modern browsers allow you to change your cookie settings. You can usually find these settings in the Options or Preferences menu of your browser. Detailed guidance on deleting or controlling cookies is available at www.AboutCookies.org.

Log Files

We use IP addresses to analyse trends, administer the site, track user's movement, and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

Links

This web site contains links to other sites. Please be aware that Liberty HR Recruitment Ltd is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected by this Web site.

Security

This website takes every precaution to protect our users' information. When users submit sensitive information via the website, your information is protected both online and off-line. When our registration form asks users to enter sensitive information that information is encrypted and is protected with Secure email system. While on a secure page, the lock icon on the bottom of Web browsers such as Firefox, Chrome and Safari, as along with Internet Explorer and Edge becomes locked, as opposed to un-locked, or open, when you are just 'surfing'. While we use encryption to protect sensitive information online, we also do everything in our power to protect user-information off-line. All of our users' information, not just the sensitive information mentioned above, is restricted in our offices.

Correction/Updating Personal Information:

If your personally identifiable information changes (such as office address), we will endeavour to provide a way to correct, update or remove the personal data provided to us. This can usually be done by contacting us:

By Telephone to D P Barry - Data Protection Officer - on 023 9387 6666

Via e-mail to: hello@libertyhr.co.uk

In writing to: Liberty HR Recruitment Ltd, Basepoint, Harts Farm Way, Havant, Hants.PO9 1HS

Notification of Changes

If we decide to change our privacy policy, we will post those changes on our Homepage so our users are always aware of what information we collect, how we use it, and under circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.