

# Privacy policy

---

This privacy policy applies between you, the User of this Website and *irecruit*, the owner and provider of this website. iRecruit takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website. **Please read this privacy policy carefully.**

## Definitions and interpretation

1. In this privacy policy, the following definitions are used:

<b>Data</b>	collectively all information that you submit to My Healthcare Recruit via the Website. This definition incorporates, where applicable, the definitions provided in the Data Protection Act 1998;
<b>Cookies</b>	a small text file placed on your computer by this Website when you visit certain parts of the Website and/or when you use certain features of the Website. Details of the cookies used by this Website are set out in the clause below ( <b>Cookies</b> );
<b>iRecruit, or us</b>	iRecruit, a company incorporated in England and Wales with registered number 11018254 whose registered office is at 33 Rumballs Road, Hemel Hempstead, HP3 8JA;
<b>UK and EU Cookie Law</b>	the Privacy and Electronic Communications (EC Directive) Regulations 2003 as amended by the Privacy and Electronic Communications (EC Directive) (Amendment) Regulations 2011;
<b>User or you</b>	any third party that accesses the Website and is not either (i) employed by iRecruit and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to iRecruit and accessing the Website in connection with the provision of such services; and
<b>Website</b>	the website that you are currently using, www.irecruit.iptcare.co.uk and any sub-domains of this site unless expressly excluded by their own terms and conditions.

2. In this privacy policy, unless the context requires a different interpretation:

- a. the singular includes the plural and vice versa;
- b. references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this privacy policy;
- c. a reference to a person includes firms, companies, government entities, trusts and partnerships;
- d. "including" is understood to mean "including without limitation";

- e. reference to any statutory provision includes any modification or amendment of it;
- f. the headings and sub-headings do not form part of this privacy policy.

## Scope of this privacy policy

3. This privacy policy applies only to the actions of iRecruit and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.

## Data collected

- 4. We may collect the following Data, which includes personal Data, from you:
  - a. Name
  - b. Contact Information such as email addresses and telephone numbers;
  - c. in each case, in accordance with this privacy policy.

## Our use of Data

- 5. For purposes of the Data Protection Act 1998, iRecruit is the “data controller”.
- 6. Unless we are obliged or permitted by law to do so, and subject to any third party disclosures specifically set out in this policy, your Data will not be disclosed to third parties. This does not include our affiliates and / or other companies within our group.
- 7. All personal Data is stored securely in accordance with the principles of the Data Protection Act 1998. For more details on security see the clause below (**Security**).
- 8. Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website. Specifically, Data may be used by us for the following reasons:
  - a. internal record keeping;
  - b. improvement of our products / services;
  - c. transmission by email of promotional materials that may be of interest to you;
  - d. contact for market research purposes which may be done using email, telephone, fax or mail.Such information may be used to customise or update the Website;  
in each case, in accordance with this privacy policy.

## Third party websites and services

- 9. iRecruit may, from time to time, employ the services of other parties for dealing with certain processes necessary for the operation of the Website. The providers of such services have access to certain personal Data provided by Users of this Website.
- 10. Any Data used by such parties is used only to the extent required by them to perform the services that we request. Any use for other purposes is strictly prohibited. Furthermore, any Data that is processed by third parties will be processed within the terms of this privacy policy and in accordance with the Data Protection Act 1998.

## Links to other websites

- 11. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does

not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

## Changes of business ownership and control

12 iRecruit may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of iRecruit. Data provided by Users will, where it is relevant to any part of our business so transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this privacy policy, be permitted to use the Data for the purposes for which it was originally supplied to us.

13. We may also disclose Data to a prospective purchaser of our business or any part of it.

14. In the above instances, we will take steps with the aim of ensuring your privacy is protected.

## Controlling use of your Data

15. When you contact us via the website, you will be added to our mailing list. However, you can opt-out of our communications at any time by clicking on the “unsubscribe” button that will be provided at the bottom of every email.

## Functionality of the Website

16. To use all features and functions available on the Website, you may be required to submit certain Data.

17. You may restrict your internet browser’s use of Cookies. For more information see the clause below (**Cookies**).

## Accessing your own Data

18. You have the right to ask for a copy of any of your personal Data held by iRecruit (where such Data is held).

## Security

19. Data security is of great importance to iRecruit and to protect your Data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure Data collected via this Website.

20. If password access is required for certain parts of the Website, you are responsible for keeping this password confidential.

21. We endeavour to do our best to protect your personal Data. However, transmission of information over the internet is not entirely secure and is done at your own risk. We cannot ensure the security of your Data transmitted to the Website.

## Cookies

22. A cookie is a small file which asks permission to be placed on your computer’s hard drive.

Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

23. We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

24. Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

25. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## General

26. You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.

27. If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.

28. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.

29. This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

## Changes to this privacy policy

30. iRecruit reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations.

You may contact iRecruit by email at [patience.njovana@iptcare.co.uk](mailto:patience.njovana@iptcare.co.uk).