



TREIZE PRIVACY POLICY

Here at Treize, we take the privacy of our clients, candidates and visitors seriously.

When visiting our website, we may gather information about you. We are devoted to maintaining customer privacy and to the maintenance of the security of all personal data that is received. Therefore, this policy guides you through which potentially private data we may gather and how you can get in touch should you have any concerns or questions.

Data received and processed

Treize receives personal data both in the course of the services it offers and in the recruitment process. This data consists of information such as your name, address, nationality, e-mail address and work, education history and compensation. We process this personal data as necessary to provide our service offering and to aid the recruitment process. Treize also collects statistical information to provide it with a better understanding of the website users as a group, but this does not contain personally identifiable information.

Sensitive data received and processed

Treize receives and processes sensitive personal data only so far as is necessary to ensure it conforms to legal requirements. By using this website and by supplying your details to Treize, you consent to the company collecting and processing sensitive personal data supplied by you and disclosing this information to prospective employers and clients in connection with the recruitment process.



Sharing and disclosure

Treize does not share or rent any personal information received with third parties unless:

- You have specifically consented to allow Treize to share your personal information with third-party organisations.
- You are seeking employment with a third-party organisation through the services of Treize and, to evaluate your suitability, the third-party organisation requests some or all of the information you have supplied us for this purpose.
- It is to enable Treize to provide a product or service you have requested
- Treize is required to do so by legal process or in response to a court order or other legitimate request by a relevant authority

Data safeguards

The security of your data is extremely important to Treize. Access to your data is only given to our staff and third parties who help us to process data, to help with the provision of our services and in particular, the recruitment process.

Changes to this Privacy Policy

This Privacy Policy is regularly reviewed and may be updated from time to time to reflect changes in our business or legal or commercial practice.

Your Rights

We take the protection of your data very seriously and you must know your rights within that context, which include rights to:

- Request a copy of the personal data that we hold
- Object to our processing of your data where that processing is based upon legitimate interest and there are no compelling grounds for the continued processing of that data
- Request that we restrict processing of your data in certain circumstances



- Request that data is erased where the continued use of that data cannot be justified
- Withdraw your consent to our processing of your data for a particular purpose at any stage. However, please note that we may continue to retain, or otherwise use your personal information thereafter where we have a legitimate interest or a legal or contractual obligation to do so. Our processing in that respect will be limited to what is necessary for the furtherance of those interests or obligations
- Request that inaccurate or incomplete data is rectified
- Request that data provided directly by you and processed by automated means is transferred to you or another controller; this right only being applicable where our processing of your data is based either on your consent or in performance of a contract
- Make a complaint to Treize Requesting that direct marketing by us to you is stopped

Please note that should you exercise your right to request that we erase data or cease any processing activity, we may retain a record of this request and the action taken to both evidence our compliance, and to take steps to minimise the prospect of any data being processed in the future should it be received again from a third-party source.

If you have any questions concerning your rights or should you wish to exercise any of these rights please contact us at – **admin@treizerecruitment.com**