

Apeiro Ltd Privacy Policy

Apeiro Ltd takes the protection of your privacy very seriously and is committed to protecting the privacy of our Clients, Candidates and users of our website. We will only use your personal information to deliver the services you have requested from us and to meet our legal responsibilities. Any personal data, which we collect, record or use in any way whether it is held on paper, on computer or other media complies with the General Data Protection Regulation 2016/679 ("**GDPR**")

For the purpose of this Privacy Policy the controller of personal data is Apeiro Ltd and our contact details are set out in the **Contact Information** section at the end of this Privacy Policy.

This Policy sets out;

How we collect information from you, what type of information we collect from you, how your information is used, who has access to your information, how you can access and update your information, the security precautions in place to protect the loss, misuse or alteration of your information, your choices, your rights, how you can correct any inaccuracies in the information collected through this website.

1. How we collect information from you?

We obtain information about you when you engage us to deliver our services either as a client or as a candidate and/or when you use our website, for example, when you contact us about our services. Apeiro Ltd is the sole owner of the information collected on this site. We will not sell or rent this information to others. We use cookies to enhance your experience of visiting or using our website. Please see the separate **Cookie Policy** on our website for further details on how we use cookies.

2. What type of information do we collect from you?

The personal information we collect from you will vary depending on whether you are a client or a candidate and which services you engage us to deliver.

Client

The personal information we collect might include for e.g. your company name, company registration number, address, telephone number, email address, your IP address and which pages you may have visited on our website and when you accessed it.

Candidate

The personal information we collect might include for e.g. name, address, telephone number, email address together with your IP address and which pages you may have visited on our website and when you accessed them. Please refer to our **Candidate Privacy Statement** found on our website for more detailed information.

3. How is your information used?

In general terms, and depending on whether you are a client or a candidate and which services you engage us to deliver; as part of providing our agreed services we may use your information to:

- provide services to you as a client under a contract, as set out in Terms of Business agreed between us
- provide services to you as a candidate with your explicit consent
- contact you by email, SMS, telephone or post,
- understand your needs and how they may be met
- verify your identity where this is required
- maintain our records in accordance with applicable legal and regulatory obligations
- process financial transactions

We are required by legislation, other regulatory requirements and our insurers to retain different data for differing periods of time, dependant on whether you are a client or a candidate, how we are engaged and for what purpose. Apeiro Ltd only retains data for as long as it is necessary and then only to ensure compliance with our legal, tax and regulatory obligations under U.K tax and company laws.

Who has access to your Information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Only staff who need information to perform a specific job are granted access to your information. Any staff with access to your information have a duty of confidentiality under the ethical standards that Apeiro Ltd follows.

Third Party Service Providers

We may pass your information to our third party service providers for the purposes of providing services to you on our behalf and completing tasks, for example payroll. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

Please be assured that we will not release your information to third parties unless you have requested that we do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention and detection of crime, fraud or corruption.

4. How you can access and update your information

Keeping your information up to date and accurate is important to us. If any of your information changes, please email, write, or call us using the '**Contact information**' noted below.

You have the right to ask for a copy of the information that Apeiro Ltd holds about you.

5. Security precautions in place to protect your information

Apeiro Ltd takes the security of your data seriously and we take every precaution to protect your information. We have security precautions in place to protect the loss, misuse or alteration of your information that comply with all applicable legislative and regulatory requirements.

Whilst we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

Once we receive your information, we make our best effort to ensure its security on our systems at all times.

6. Your choices

We may occasionally contact you by email and/or telephone with details of services or roles we think you may have an interest in, any changes in legal and regulatory requirements and, where applicable, how we may assist you further. If you do not wish to receive such information from us, please let us know by contacting us as indicated under **Contact information** at the end of this document.

7. Your rights

Access to your information: You have the right to request a copy of the personal information about you that we hold.

Correcting your information: We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

Deletion of your information: You have the right to ask us to delete personal information about you where:

- you consider that we no longer require the information for the purposes for which it was obtained
- you have validly objected to our use of your personal information – see ‘Objecting to how we may use your information’ below
- our use of your personal information is contrary to law or our other legal obligations

Restricting how we may use your information:

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information. The right might also apply where there is no longer a basis for using your personal information but you do not want us to delete the data. Where this right is validly exercised, we may only use the relevant personal information with your consent or for legal claims.

Objecting to how we may use your information:

You have the right to object to how we may use your personal information. If you ask us to, we will stop using that personal information unless there are overriding legal obligations or legitimate grounds to continue.

Correcting any Inaccuracies

If you believe your information is inaccurate, incomplete or out of date, you have the right to ask us to correct this. Please contact us using the **Contact Information** below and we will do our best to put it right.

Changes to our privacy policy

We keep this privacy policy under regular review and will place any updates on our website at: **Privacy Policies**

This privacy notice was last updated on 18th May 2018.

Contact information:

Apeiro Ltd

180 Piccadilly,

London.

W1J 9HG.

Telephone Number: 0845 6808402

Email: info@apeiro.co.uk

Complaints

We seek to resolve directly all complaints about how we handle your personal information but you also have the right to lodge a complaint with the Information Commissioner’s Office at: <https://ico.org.uk/concerns/>