

Privacy Policy for Lorna Michaels Recruitment Limited

Lorna Michaels Recruitment Limited (company number 7075583) (Lorna Michaels) is committed to protecting the privacy of our candidates, clients and users of our website. We want to provide a safe and secure user experience. We will ensure that the information you submit to us via our website or through any of our offices is only used for the purposes set out in this policy.

The Information We Collect and How We Use It

Lorna Michaels may collect your personal details, including but not limited to your name and contact details (together with your e-mail address) and other relevant information from your CV. On occasions this may also include - sensitive personal information such as details of criminal convictions and ethnic origin. This information is held, used and disclosed by us as follows:

1. to provide our services to you;
2. to maintain our business relationship, where you are a user of our website, a client or candidate;
3. to enable you to submit your CV for general applications, to apply for specific jobs or to subscribe to our job alerts.
4. to match your details with job vacancies, to assist us in finding a position that is most suitable for you and to send your personal information (including sensitive personal information) to clients in order to apply for jobs;
5. to answer your enquiries;
6. to direct-market products and services, advise you of news and industry updates, events, promotions and competitions, reports and other information. Where we do so, you will be able to unsubscribe from such communications;
7. to fulfil contractual obligations with our clients
8. to trusted third parties where we have retained them to provide services that you or our clients have requested, such as reference, qualification and criminal reference checking services (as required), verification of the details you have provided from third party sources, psychometric evaluations or skills tests. These third parties comply with similar and equally stringent undertakings of privacy and confidentiality as Lorna Michaels;
9. to third parties who perform functions on our behalf and who also provide services to us, such as professional advisors, IT consultants carrying out testing and development work on our business technology systems, research and mailing houses and function co-ordinators. These third parties comply with similar undertakings of privacy and confidentiality as Lorna Michaels;
10. if Lorna Michaels or its business merges with or is acquired by another business or company, we may share personal information with the new owners of the business or company and their advisors and if this happens, you will be sent notice of such event;
11. we may also release personal information to regulatory or law enforcement agencies, if they require us to do so. We will also disclose your information where we are permitted and requested to do so by law; and
12. we may also seek your consent to collect, hold, use and disclose your personal information for any other purpose not listed above.