



## Privacy Policy

Michael Wisner & Associates is committed to protecting your privacy in all our dealings with you, whether through our website's on-line services or through direct contact with our consultants. When using our website, we want you to have a safe and secure experience. We will endeavor to ensure that the information you submit to us remains private, and is only used for the purposes set out in this policy.

### Statistical information

We gather statistical information collectively about all visitors to this website regarding page and service usage. We only use such data in aggregate form. This information helps us to improve the services we offer our visitors.

### Use of cookies

A cookie is a small data file that is sent from a web server to a web browser when that browser visits the server's site. Anonymous cookies which do not hold any personal data are used, with your consent, on the Michael Wisner & Associates website to enable the functioning of the vacancy basket. Additionally, we use a monitoring system to analyze how many visitors come to the site and to track how they use it. We may use other tracking technologies in future but we will amend this policy to explain their use if we do.

### On-line services - what information do we collect?

So that we can provide a tailored service, upon registration for On-Line Services we will ask you to submit information such as your name, e-mail address, password, contact telephone numbers etc. However if you withhold requested information, we may not be able to provide you with certain services.

### Curriculum vitae ("CV")

We give you the option of submitting your CV via this website. You can do this either to apply for a specific advertised job or for consideration by our recruitment consultants for positions as they come up. Your CV will not be stored on our website, it will be stored on our secure in-house computer network accessible only by Michael Wisner & Associates recruitment consultants, working inside the European Economic Area. Your CV will be e-mailed directly to our recruitment consultants who will process your application and with your consent enter your details onto in-house database. Michael Wisner & Associates recruitment consultants can only access this database, including the information relating to you.

You have the right at any time to ask us for a copy of the information supplied by you that we hold. We have the right to charge a small fee for this service. If you would like to make a request for information, please contact your local branch. You also have the right to ask Michael Wisner & Associates to stop using your information.

Your CV will be sent to prospective employers but only where you give your consent. Such employers may be located both inside and outside the European Economic Area.

### The information we collect and how we use it

Your personal details, including your name, e-mail address and CV, are held and used by us for the following purposes:

- Following an assessment of your requirements, for matching your coded details with vacancies, to assist us in finding you a new position;
- To periodically keep you informed our services;
- For compiling salary and other market surveys.

Michael Wisher & Associates is a part of MWA Events Ltd, whose registered address is; Nottinghamshire County Cricket Club, Bridgford Road, Nottingham NG2 6AG. Reg No.763 1076. Except in the case of complying with a legal or regulatory requirement, Michael Wisher & Associates does not and will not disclose your information to third parties without your consent.

#### **The data protection act 1998**

The information that you give us, including your CV and e-mail address, is termed "personal data" under the Data Protection Act 1998. We must therefore follow the principles set out in that Act when we process your personal data. All the personal data that we obtain from you is held on our central in-house database. Michael Wisher & Associates is a "data controller" for the purposes of the Data Protection Act 1998.

Please note that clicking on to links on our website may result in you transferring to another website, where data privacy practices may be different to that of Michael Wisher & Associates. Visitors should review the other websites' privacy policies, as we have no control over what happens to information that is submitted to or collected by these third parties.

#### **Website disclaimer**

Whilst TATE uses reasonable care in publishing the information found on this web site, it is provided purely for information and you should not rely upon without seeking further guidance and making independent enquiries.

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