

Privacy Policy

Page Green Recruitment Limited is committed to protecting the privacy of our candidates, clients and users of our website.

We will ensure that the information you submit to us via our website, or through our offices, is only used for the purposes set out in this Privacy Policy.

Page Green Recruitment Limited 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. This information is held, used and disclosed by us as follows:

1. To provide our recruitment services to you.
2. To enable you to submit your CV for general applications or to apply for specific jobs.
3. 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 personal information) to clients in order to apply for jobs for you.
4. To answer enquiries from you and maintain our business relationship with you if you are a user of our website, client or candidate.
5. To fulfil contractual obligations with our clients as part of the recruitment work we carry out on your behalf.
6. 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, verification of the details you have provided from third party sources, psychometric evaluations or skill tests.
7. To trusted third parties who perform functions on our behalf and who provide services to us, such as professional advisors or IT consultants carrying out work on our systems.
8. We may also release personal information to regulatory or law enforcement agencies if legally obligated to do so.
9. We may seek your consent to collect, hold, use and disclose your personal information for any other purpose not listed above.
10. To the extent permitted by law, we do not accept liability for any damages (including, without limitation, damages for any consequential loss or loss of business opportunities, or loss of profits) howsoever arising from the use of or inability to use our web site or its contents, or from any action or omission taken as a result of using the web site or its contents.
11. We are unable to give any guarantee that our web site is free from viruses or similar which have destructive or contaminating properties and shall therefore have no liability in respect thereof.
12. At this time no option exists for third parties to access our database. If a decision is made to change this, we will seek your consent first. We are unable to accept responsibility for illegal intrusion by third parties.

13. We give you the option of submitting your CV via our website or by providing your CV to one of our consultants by e-mail, post or fax either to apply for a specific advertised job or for consideration by our recruitment consultants for positions as they come up. On some occasions we may compile a CV for you with your agreement based on an interview with you. Your CV will be stored in our database.
14. You can update your CV at any time by following the same procedure. Your old CV will be archived providing the submission details remain the same. Please contact us directly at recruitment@pagegreen.co.uk should you wish your details to be updated urgently.
15. You have the right at any time to ask us for a copy of the information supplied by you that we hold. We may ask you to verify your identity and for more information about your request. We also have the right to charge an administrative fee for this service. Where we are legally permitted to do so, we may refuse your request and will give you reasons for doing so.
16. If you would like to make a request for information, please contact recruitment@pagegreen.co.uk or at our registered office address; 16 Windmill Way, Tring, HP23 4HQ.
17. You have the right to ask Page Green Recruitment Ltd to stop using your information. However, if this involves a request for deletion of your file, please be aware that we may not be required or able to do so, in particular where your file holds information about our clients or financial information that we need to keep for periods of up to six years, i.e. that relate to tax matters. Where we are unable to comply with your request we will provide reasons for not doing so.
18. Using the Internet to collect and process personal data necessarily involves the transmission of data on an international basis. By browsing our website and communicating electronically with us, you acknowledge and agree to our processing of personal data in this way.

Changes to our Privacy Policy

This privacy policy may be changed by Page Green Recruitment Ltd at any time. If we change our privacy policy in the future, we will advise you of changes or updates to our privacy policy by a notice on our website. Continued use of this website or our services after such changes will constitute your acceptance of such changes.