



## PRIVACY POLICY STATEMENT

This document describes Mane Contract Services' privacy policy guidelines regarding the collection and use of personal or corporate information that you provide to us.

Mane Contract Services Ltd may modify the provisions of its privacy policy from time to time. The new provisions will be effective as soon as they are posted. Please check this document periodically to ensure that you are aware of any change.

### **Types of information we gather and how we use it**

Mane Contract Services Ltd collects information from users of its website, potential clients, prospective employees, candidates and suppliers to name a few.

Mane Contract Services Ltd may keep track of this information and the information that you provide to us for our internal review, business development, work-finding services, research, marketing and promotional purposes, press inquiries or statistical analysis.

We may also use this information to solicit email for business development, research, marketing or promotional purposes or press inquiries. At any time you can remove your name and related information from our distribution list, and we will provide you with a choice to opt-out if you don't want your information used for any purpose. You can review and update your information by contacting us. You also have an opportunity to remove yourself completely from our database by sending us an email to [cvvs@mane.co.uk](mailto:cvvs@mane.co.uk).

We store gathered information purely for our own internal use, and do not plan to share it with any third parties unless for work-finding services in which case we will notify candidates in advance before sharing information with our clients. If we ever need to share other information with third parties, we will notify you in advance. The exception to this policy would be where UK or EU law requires us to release information, for example to assist authorities in criminal investigations.

### **Cookies**

At present Mane Contract Services Ltd do NOT use cookies to track or analyse visitors to its website. Mane Contract Services Ltd do however reserve the right to use cookies in the future, but purely as a means of analysing trends, administering the site, or for research and marketing purposes. Such use of cookies will be totally anonymous and any collected information will not be used maliciously or to infringe privacy in any way.

## Links

The Mane Contract Services Ltd website contains links to other websites belonging to alliance partners, clients, and other sites of interest to our users. Mane Contract Services Ltd does not control the privacy practices of these other sites. You should make sure that you know when you have left our website and, if the website you visit collects personal information, that you have read that site's privacy policy.

## Security

Mane Contract Services Ltd protects your personal information with several security measures. In addition to normal precautions such as physical security and firewalls, we have strict internal security policies.

We use a number of control measures to protect personal information and Company data including recording of valuable assets and business continuity planning.

## Privacy Complaints

If you believe that Mane Contract Services Ltd has not complied with the provisions of this privacy policy, please email your complaint to us at [hr@mane.co.uk](mailto:hr@mane.co.uk) or contact Emma Sullivan on 01923 470595.

## General

These are our current privacy policy guidelines that can be modified at anytime by Mane Contract Services Ltd. This is not a contract.

## Signed



## Position

Managing Director

Date: 1<sup>st</sup> September 2016