

## **Privacy Policy**

SVB Solutions is a Recruitment and HR Consultancy and this Privacy Policy explains how we use any personal information we collect about you when you use this website.

SVB Solutions in compliance with the General Data Protection Regulation ("GDPR") legislation, respects your rights to privacy and to amend at any time the permissions previously granted to hold your data and to communicate with you.

### **What information do we collect about you?**

We collect information about you when you apply for a vacancy through an advertisement or if we identify you as a potential candidate for an executive search assignment and contact you to discuss the vacancy and if interested you submit your CV.

### **How will we use the information about you?**

We use your information in the application process when registering your interest in vacancies.

We will only pass on your details to our clients and TEAM (The Employment Agency Movement) recruitment partners, once you have given approval and received details of the vacancy and client. We will never submit your CV or pass on your details without prior permission from yourself.

We will retain your details on our database to enable us to consider your suitability for future vacancies and contact you to discuss them unless you tell us that you do not want us to do so.

SVB Solutions will not share your information for marketing purposes with any organisations.

### **Access to your information and correction.**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all your personal information, please email us at [info@svbsolutions.co.uk](mailto:info@svbsolutions.co.uk) We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate or withdraw consent and ask that your record be permanently deleted.

### **Cookies.**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or <http://www.allaboutcookies.org/>. You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.

### **Other websites**

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

### **Changes to our privacy policy**

We review our Privacy Policy on an annual basis.

### **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you:

- By [info@svbsolutions.co.uk](mailto:info@svbsolutions.co.uk)
- By telephone 01926 355666 or 07771 686077