



## **Privacy Statement**

Capability 360 is committed to protecting the privacy of individuals who visit our website and use our services. This Privacy Statement outlines the information we collect and how we use, disclose, and protect that information.

### **Information We Collect**

#### **Personal Information:**

We collect personal information such as names, contact details, and CVs when voluntarily provided by job seekers.

Information obtained from clients, including job specifications, and hiring requirements.

#### **Automatically Collected Information:**

We may collect certain information automatically when you visit our website, such as IP addresses, browser types, and access times.

### **How We Use Your Information**

#### **Recruitment Services:**

Personal information is used to match job seekers with relevant job opportunities and to provide recruitment services to our clients.

#### **Communication:**

We may use your contact information to communicate with you about job opportunities, updates, and relevant industry information.

#### **Improving Our Services:**

We analyse data to improve our recruitment processes and enhance the overall user experience on our website.

### **Information Sharing**

#### **Clients and Job Seekers:**

Personal information may be shared with clients seeking to fill job vacancies, but only after obtaining consent from the job seeker.



## **Service Providers**

We may engage third-party service providers to assist with various aspects of our operations. These providers are bound by confidentiality and data protection agreements.

## **Data Security**

### **Security Measures:**

We implement reasonable security measures to protect personal information from unauthorised access, disclosure, alteration, and destruction.

## **Your Rights**

### **Access and Correction:**

You have the right to access and correct your personal information. Requests for access or correction can be made by contacting us at [contact@companyname.com].

### **Withdrawal of Consent:**

You may withdraw your consent for the processing of personal information at any time by contacting us.

## **Changes to this Privacy Statement**

Capability 360 may update this Privacy Statement from time to time to reflect changes in our practices or for other operational, legal, or regulatory reasons. Any such changes will be posted on our website.

## **Contact Us:**

If you have any questions, concerns, or requests regarding this Privacy Statement or the handling of your personal information, please contact us at:

### **Capability 360**

1b Mitre Court, Lichfield Road, Sutton Coldfield, B74 2LZ

[helpdesk@capability-360.com](mailto:helpdesk@capability-360.com)