

# **Privacy Policy**

This privacy policy sets out how the Tides Global Ltd, [us, we], uses and protects any information that you provide to us after you give consent.

We are committed to ensuring that your privacy is protected, should we ask you to provide certain information by which you can be identified when using this website or via our support services, then you can be assured that it will only be used in,

- What we collect
- We may collect some or all of the following information, depending on which of our services you use:
- name, company name and job title
- contact information including email address and telephone number
- personal information such as postcode, city
- career information such as education, skills, experience
- other information relevant to customer inquiries
- What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping for client assessment, recruitment, placement and employer relations
- Relocation activities for third party providers such as, but not limited to; Removals, FX and Travel and Education providers

If you have consented for us to do so, we may periodically send you an e-newsletter with new or complementary products, special offers or other information which we think you may find interesting using the email address which you have provided. We can remove this email address at any time on request.

From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, or mail. We may use the information to customise the website according to your interests.

We use a number of carefully chosen companies who could also have a copy of some of your data:

- DropBox (for backups)
- HubSpot (for data hosting & project management)
- Eventbrite (for event registration)
- Formsite (for online forms)
- Wix (for online contact)
- Google (for email & documents)
- MailChimp (for email)

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

We also train and update our team around the required provisions of GDPR regulation.

### **Storage**

We are obliged to retain your personal data for the duration of all of our support service contracts and for longer for auditing and compliance purposes by relevant industry regulators.



# Using our websites

Our websites collect the following (non-identifying) information (via Google Analytics):

- the internet domain and IP addresses from which you access the website
- the type of browser
- the operating system you use
- the date and time of your visit
- the pages you access

The Information Commissioner's Office has information <u>about disabling cookies and/or opting-out of Google Analytics</u>.

#### Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Your details will be stored securely and retained in compliance with the Data Protection Act 1998 and GDPR requirements

The data collected is your personal data, and you have the right, subject to lawful data requirements:

- to see what data we have about you;
- to ask us to stop using your data;
- to ask us to delete or correct your data;
- to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO, or telephone 0303 123 1113.

## **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a paper or electronic form, please check the provisions of the consent wording to ensure that you are happy with how your personal information will be used.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by contacting us at: <a href="https://www.indemandnewzealand.com/contact">https://www.indemandnewzealand.com/contact</a> directly or to any of the In Demand New Zealand team, you are in contact with.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so..

You may request details of personal information which we hold about you (a GDPR "Subject Access Request") or ask us to delete it (a GDPR "Request for erasure"). If either case, please email us at the above address directly or to any of the In Demand New Zealand team, you are in contact with.

If you believe that your information we are holding is incorrect or incomplete, let us know (a GDPR "Request for rectification") at the above addresses. We will promptly correct any information found to be incorrect.

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to the above address.