

Privacy policy

Privacy Policy for add-victor limited

add-victor limited (company number 7809867) is committed to protecting the privacy of our candidates, clients and users of our website. We want to provide a safe and secure user experience. We will ensure that the information you submit to us via our website or through our office is only used for the purposes set out in this policy.

The Information We Collect and How We Use It

add-victor 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. On occasions this may also include - sensitive personal information such as details of criminal convictions and ethnic origin. This information is held, used and disclosed by us as follows:

- 1.** to provide our services to you;
- 2.** to maintain our business relationship, where you are a user of our website, a client or candidate;
- 3.** to enable you to submit your CV for general applications, to apply for specific jobs or to show interest in our services. Please see the separate section on your CV below which outlines additional uses and disclosures;
- 4.** 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 sensitive personal information) to clients in order to apply for jobs;
- 5.** to answer your enquiries;
- 6.** to direct-market products and services, advise you of news and industry updates, events, promotions, reports and other information. Where we do so, you will be able to unsubscribe from such communications;
- 7.** to fulfil contractual obligations with our clients

8. You will be registered as a candidate on our database in the UK we will notify you in the event we wish to explore job opportunities for you outside the European Economic Area (EEA) and we will give you the opportunity to withhold your consent to such use.

10. 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 (as required), verification of the details you have provided from third party sources, psychometric evaluations or skills tests. These third parties comply with similar and equally stringent undertakings of privacy and confidentiality as add-victor limited.

11. to third parties who perform functions on our behalf and who also provide services to us, such as professional advisors, IT consultants carrying out testing and development work on our business technology systems, research and mailing houses and function co-ordinators. These third parties comply with similar undertakings of privacy and confidentiality as add-victor limited.

13. if add-victor limited or its business merges with or is acquired by another business or company, we may share personal information with the new owners of the business or company and their advisors and if this happens, you will be sent notice of such event;

14. we may also release personal information to regulatory or law enforcement agencies, if they require us to do so. We will also disclose your information where we are permitted and requested to do so by law; and

15. we may also seek your consent to collect, hold, use and disclose your personal information for any other purpose not listed above.

16. our website may also use a website recording service which can record mouse clicks, mouse movements, page scrolling and any text keyed into website forms. Data collected by this service is used to improve our website usability. The information collected is stored and is used for aggregated and statistical reporting, and is not shared with anybody else.

Curriculum vitae ("CV")

Should you send through your CV, it will be stored in the add-victor limited database, and will be accessible by add-victor limited consultants in the UK.

You can update your CV at any time, simply by following the same procedure to submit a new CV. Your old CV will automatically be archived providing the submission details remain the same (for

example you submit both CVs using the same email address or you advise the relevant contact of your new submission).

Aggregate Information about add-victor online visitors

We gather information and statistics collectively about all visitors to our website. We only use such data in the aggregate form. This information helps us determine what is most beneficial for our users and how we can continually improve our online services to create a better overall experience for our users.

Use of Cookies

Access our new Cookie Policy and read how we abide by the changes [here \(see below\)](#).

Access

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.

If you would like to make a request for information, please contact info@add-victor.com. You also have the right to ask add-victor limited 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, particularly where your file also 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 failing to do so.

Other websites

Please note that clicking on links and banner advertisements may result in your transferral to another website - where data privacy practices may be different to that of add-victor limited. Visitors should consult the other websites' privacy policies as we are not responsible for, and have no control over, information that is submitted to or collected by these third parties.

Internet-based transfers

Given that the Internet is a global environment, using the Internet to collect and process personal data necessarily involves the transmission of data on an international basis. Therefore, 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 add-victor limited 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 prominent notice on our website. Continued use of this website or our services after such changes will constitute your acceptance of such changes.

If, at any time, you have questions or concerns about add-victor's personal online privacy commitment, please feel free to e-mail us at info@add-victor.com or call our office to speak to one of our representatives.

Equal Opportunities

add-victor limited is an equal opportunities employer and a company committed to diversity. This means that all job applicants and members of staff will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

As part of our commitment to equal opportunities we may from time to time use information provided by you for the purposes of diversity monitoring. All such information will be used on an anonymised basis.

Contact

If you have any enquires you can contact us at: info@add-victor.com or by writing to us at:

Add-victor limited,
1 Manchester Square,
London,
W1U 3AB

Steve White-Cooper
Managing Director

Cookie policy

This page tells you what you can expect when add-victor limited collects personal information.

When you visit www.add-victor.com we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the website. We will not associate any data gathered from this site with any personally identifying information.

What are cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work and improve the usability of those sites.

The cookies used on www.add-victor.com are based on the International Chamber of Commerce guide for cookie categories:

- **Strictly necessary**
- **Performance**
- **Functionality**
- **Targeting**

Strictly Necessary

Strictly Necessary cookies enable you to move around our site and use essential features such as being able to apply for a job. These cookies do not gather any information about you that could be used for marketing purposes.

We use these cookies to

- Remember things like what pages you are interested in when navigating to different pages in a single web browser session
- Make forms work such as applying for a job, submitting your CV, or completing a survey

These cookies will not

- Gather information that could be used to advertise products or services to you
- Remember your preferences beyond your current visit
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List of strictly necessary cookies

- JSESSIONID – this cookie is created uniquely and anonymously for you when you access our web site. It allows our site to remember some temporary information between pages. If you disable this cookie, the JSESSIONID information will be visible in some URL links but some functionality may not work fully.

Accepting these cookies is a condition of using the website. If you disable them we cannot guarantee the entire website, nor can we guarantee your security during your visit.

Performance

Performance cookies collect information about how you use our website ie what pages you visit and how you navigate to the pages that you are most interested in. These cookies do not collect any information that could identify you and the information is only used to help us improve our overall website experience.

We use these cookies to

- Provide vital statistics on how our website is used
- Help us improve our site by evaluating site performance
- Test different designs and functional areas

We do not use these cookies to

- Gather any personal information that could be used to advertise products or services to you on other websites

In some cases these cookies are managed by 3rd parties but they do not use them for any other purposes than those listed above

List of performance cookies

Cookie	Name
Google analytics	_utma _utmb _utmc _utmz
Webtrends	Webtrends_ID

Campaign tracking	mc_id
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Accepting these cookies is a condition of using the website. If you disable these cookies we cannot guarantee how the site will perform for you.

Functionality

These cookies are used to provide services or to remember settings to improve your visit

We use these cookies to

- Integrate with social networking sites such as Google and Twitter to allow you to share content from our site on theirs.
- Allow Google Maps to show on our office pages.

We do not use these cookies to

- Gather any personal information that could be used to advertise products or services to you on other websites

List of functionality cookies

Cookie	Name
MyPage cookie	My_Page_cookie
Google	PREF NID
Twitter	Pid Guest_id K _twitter_sess

Whilst we do not actively participate in the use of these cookies certain 'Functional' 3rd party cookies such as the ones from Google and Twitter may also be used by the 3rd party to target advertising.

For more information regarding 3rd Party cookies from Google and Twitter please refer to www.twitter.com/privacy and www.google.co.uk/intl/en/policies/privacy/

Accepting these cookies is a condition of using the website. If you decide to disable them it may mean we cannot offer you certain services and impact how the site performs.