

Privacy Policy

Volt Europe Limited and its sister companies (hereafter “Volt”) operate in accordance with the EU Data Protection Directives 95/46/EC and 2002/58/EC as amended and updated (the “Directives”) as appropriate to the jurisdiction in which Volt is trading and you are accessing this site.

The Directives provide for regulation of the processing of information relating to personal data (data about living people through which they may be individually identified). Volt processes personal data which relates to Volt's own staff, applicants for temporary and permanent engagements, clients who are individuals or partnerships (not limited companies) and details of potential client individuals or candidates who are held on Volt's marketing database.

The Directives also protect personal data obtained, recorded or held by Volt and the organisation, retrieval, use, disclosure or destruction of relevant data.

Volt is committed to protecting the privacy and confidentiality of its customers and to upholding data protection principles in accordance with the Directives.

Volt monitors its compliance on a continual basis as a matter of good business practice and takes all appropriate technical and organisational measures to guard against unauthorised or unlawful processing and accidental loss, destruction or damage to personal data held on our systems.

We will hold on our databases only details supplied by you, as are required to facilitate recruitment services, in particular in relation to finding suitable permanent, contract or services opportunities or candidates for you.

If you are a client we may additionally use this information to advertise for candidates on job board and other relevant websites. Your client name and details will not be divulged until interview stage, except where the law requires disclosure of this information sooner.

If you are a candidate we may use your email address to advise you of current vacancies but we will not submit you for any vacancy without your consent.

Additionally we may receive and store information which:

- If you are a candidate we receive from referees when we take up references;
- If you are a candidate or a client we receive from your employer including company registration details and contact details;
- If you are a client we receive from credit reference agencies in respect of your credit-worthiness, your trading history and other financial details as may be necessary for making or receiving payments or any other accounting requirement.

We may share your details with other divisions within our group who provide a related service, only where doing so facilitates the service you require from us.

We must draw to your attention that, in some circumstances, information may be transmitted to and stored on secure servers of our associated companies outside the EEA, for use only by authorised staff in connection with Volt's business activities. Unless notified otherwise, we assume your consent is given.

It is in your interest to let us have updated details whenever your circumstances change so that the information we hold is accurate and up to date. We will contact you from time to time to ask you to update

your details. If we are unable to get in touch with you because your contact details are out of date or if we receive no response from you over a period of one year, we may delete your record from our database. If at any time you wish to have us amend, update or delete the information we hold about you, please advise database@volt.eu.com.

We will not sell or otherwise pass on your personal data and confidential details to any third party without your prior consent unless there is a statutory requirement to do so. Data may however be processed by a data processor who has given an undertaking to comply with this policy.

You have a right to know about the information Volt holds about you by written request and on payment of a fee. Any such request should be made by email to database@volt.eu.com.

Our website may link to other websites and we wish to draw to your attention that we cannot be responsible with respect to privacy policies or data protection policies and procedures maintained or followed by the operators of such other websites.

Cookies

A cookie is a small text file which is often encrypted and which is located in browser directories. They are used by website owners to allow users to navigate their websites more efficiently and to allow them to advertise products to you which may of specific interest to you based on your historic use of that website.

As cookies have a function in the usability of websites, if you choose to disable cookies, this may reduce the functionality or entirely prevent the use of some websites. However, as cookies can store personal data about you, you have a choice whether or not to enable to dis-enable cookies for your use of a website.

If you require further details, please visit www.allaboutcookies.org or any other independent source of information on cookies.

Volt's website primarily uses cookies to:

- aid in the online application process for jobs; and
- to store anonymous information about how you and other users utilise the site (such as which pages do you navigate to, how many visitors access the site, how you use the site from a recruitment perspective).

Volt does not capture or store any personal information about individuals who access this website, except where they voluntarily choose to give us their personal details by email or by registering with us on our database. In these cases, the personal information given is used strictly within the provisions of the Directives, as outlined above.
