

Web Privacy & Cookie Policy

1. Introduction

This is our Web Privacy & Cookie Policy. It tells you how we collect and process data received from you on our website. Eden Global Associates Worldwide Ltd will collect the personal details that you provide to us on our website for the purpose of providing you with work-finding services and/or information. In providing such services and/or information to you we will use your personal data in accordance with the terms of the following Policy.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

If you feel that Eden Global Associates Worldwide Ltd is not abiding by its posted Web Privacy & Cookie Policy, you should first contact Tom Gratton via email admin@eden-global.co.uk

2. Who We Are

Here are the details that the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regards to the processing of personal data and on the free movement of such data, known as General Data Protection Regulation (GDPR) says we have to give you as a 'data controller':

- Our site address is www.Eden Global Associates Worldwide Ltd recruitment.co.uk
- Our company name is Eden Global Associates Worldwide Ltd Worldwide Ltd
- Our registered address is 2a Acomb Court, Front Street Acomb York North Yorkshire YO24 3BJ
- Our Data Protection Officer is Tom Gratton – Managing Director and they can be contacted at admin@eden-global.co.uk

3. What we May Collect

Eden Global Associates Worldwide Ltd collects information from our users at several different points on our website. Eden Global Associates Worldwide Ltd is the sole owner of the information collected on this site. We will not sell, share or rent this information to others.

We may collect and process the following data about you:

- Information you put into forms or surveys on our site at any time
- A record of any correspondence between us
- Details of transactions you carry out through our site
- Details of your visits to our site and the resources you use
- Information about your computer (e.g. your IP address, browser, operating system, etc.) for system administration and to report aggregate information.

Under GDPR we will ensure that your personal data is processed lawfully, fairly, and transparently, without adversely affecting your rights. We will only process your personal data if at least one of the following basis applies:

- a) you have given consent to the processing of your personal data for one or more specific purposes;
- b) processing is necessary for the performance of a contract to which you are a party or in order to take steps at the request of you prior to entering into a contract;
- c) processing is necessary for compliance with a legal obligation to which we are subject;
- d) processing is necessary to protect the vital interests of you or of another natural person;
- e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; and/or

f) processing is necessary for the purposes of the legitimate interests pursued by us or by a third party, except where such interests are overridden by the fundamental rights and freedoms of the data subject which require protection of personal data.

4. Cookies

All Cookies used by and on our website are used in accordance with current English and EU Cookie Law.

The site uses cookies or similar technology to collect information about your access to the site. Cookies are pieces of information that include a unique reference code that a website transfers to your device to store and sometimes track information about you.

A few of the cookies we use last only for the duration of your web session and expire when you close your browser. Other cookies are used to remember you when you return to the site and will last for longer.

All cookies used on our site are set by us

Most computer and some mobile web browsers automatically accept cookies but, if you prefer, you can change your browser to prevent that or to notify you each time a cookie is set. You can prevent the setting of cookies by adjusting the settings on your browser. Please note, however, that by blocking or deleting cookies you may not be able to take full advantage of the site.

Information about our use of Cookies:

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and allows us to improve our site. By continuing to browse the site, you are agreeing to our use of cookies.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

We use the following cookies:

Strictly necessary cookies - These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website.

Analytical/performance cookies - They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

Functionality cookies - These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences.

Targeting cookies - These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

Our website, built on the Volcanic platform uses these cookies:

ASP.NET_Session Id	We use this to identify each session that is open on our site. This cookie holds no personal data. All it stores is an ID number generated by us.	First Party Cookie & Session Cookie
ffcookies-dismiss	This is used to stop the cookie policy banner popping up every time you visit our site. This cookie holds no personal data.	First Party Cookie & Persistent Cookie

ffIEWarning	We use this cookie to notify a user that they are using an outdated version of IE and that they should upgrade. This cookie holds no personal data.	First Party Cookie & Persistent Cookie
ff_secCheck	This cookie is used to keep track of when a user had made a failed login attempt. This cookie holds no personal data.	First Party Cookie & Functional Cookie
ff_AdDist	This cookie is used to identify when a user has opened the current job advert page from a link sent to them by email from us. Eg. Job Alerts or Mailshots.	First Party Cookie
.ASPXAUTH	This is a cookie we use to authenticate a logged in user on our site, effectively this is how we keep you logged into our site and able to navigate the site without needing to login every time.	First Party Cookie & Persistent Cookie

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

Except for essential cookies, all cookies will expire after 3 months.

Log Files

We use IP addresses to analyse trends, administer the site, track users' movements, and to gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

Sharing

We may share aggregated demographic information with our clients. This is not linked to any personal information that can identify any individual person.

5. How we use what we collect

We use information about you to:

- Present site content effectively to you.
- Provide information, products and services that you request, or (with your consent) which we think may interest you.
- Carry out our contracts with you.
- Allow you to use our interactive services if you want to.
- Tell you about other services that might interest you.

If you are a new candidate/client, you will only be contacted if you agree to it.

If you don't want to be contacted for marketing purposes, please tick the relevant box that you will find on the registration screen.

In addition, if you don't want us to use your personal data for any of the other reasons set out in this Section 5, you can let us know at any time by contacting us at admin@eden-

global.co.uk and we will delete your data from our systems. However, you acknowledge this will limit our ability to provide the best possible services to you.

In some cases, the collection of personal data may be a statutory or contractual requirement and we will be limited in the services we can provide you if you don't provide your personal data in these cases.

6. **Where we store you data**

We may transfer your collected data to storage outside the European Economic Area (EEA

By giving us your personal data, you agree to this arrangement. We will do what we reasonably can to keep your data secure.

If we give you a password, you must keep it confidential. Please don't share it. Although we try to provide protection, we cannot guarantee complete security for your data, and you take the risk that any sending of that data may not be secure despite our efforts.

We only keep your personal data for as long as we need to in order to use it as described above in section 5 and/or for as long as we have your permission to keep it. In any event, we will conduct an annual review to ascertain whether we need to keep your personal data. Your personal data will be deleted if we no longer need it.

7. **Disclosing your information**

We are allowed to disclose your information in the following cases:

- If we want to sell our business or our company, we can disclose it to the potential buyer.
- We can disclose it if we have a legal obligation to do so, or in order to protect other people's property, safety or rights.
- We can exchange information with others to protect against fraud or credit risks.

We may contract with third parties to supply services to you on our behalf. These may include search engine facilities, advertising and marketing. In some cases, the third parties may require access to some or all of your data. These are the third parties that have access to your information:

- IT Services
- Marketing Platforms such as Mail Chimp

Where any of your data is required for such a purpose, we will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, our obligations, and the obligations of the third party under GDPR and the law.

8. **Your rights**

You can ask us not to use your data for marketing. You can do this by updating your preference within your secure account, or by contacting us at any time at admin@eden-global.co.uk

Under the GDPR, you have the right to:

- request access to, deletion of or correction of your personal data held by us at no cost to you;
- request that your personal data be transferred to another person (data portability);
- be informed of what data processing is taking place;
- restrict processing;
- to object to the processing of your personal data; and
- complain to a supervisory authority.

You also have rights with respect to automated decision-making and profiling as set out in section 11 below.

To enforce any of the foregoing rights or if you have any other questions about our site or this Privacy Policy, please contact us at admin@eden-global.co.uk

9. Links to other sites

Please note that our terms and conditions and our policies will not apply to other websites that you access via a link from our site. We have no control over how your data is collected, stored or used by other websites and we advise you to check the Web Privacy & Cookie Policies of any such websites before providing any data to them.

10. Changes

If we change our Web Privacy & Cookie Policy, we will post the changes on our home page. If we decide to, we may also email you.

11. Automated Decision-Making and Profiling

11.1 In the event that we use personal data for the purposes of automated decision-making and those decisions have a legal (or similarly significant effect) on you, you have the right to challenge such decisions under GDPR, request human intervention, express your own point of view, and obtain an explanation of the decision from us.

11.2 The right described in section 11.1 does not apply in the following circumstances:

- a) the decision is necessary for the entry into, or performance of, a contract between you and us;
- b) the decision is authorised by law; or
- c) you have given your explicit consent.

11.3 Where we use your personal data for profiling purposes, the following shall apply:

- a) Clear information explaining the profiling will be provided, including its significance and the likely consequences;
- b) Appropriate mathematical or statistical procedures will be used;
- c) Technical and organisational measures necessary to minimise the risk of errors and to enable such errors to be easily corrected shall be implemented, and
- d) All personal data processed for profiling purposes shall be secured in order to prevent discriminatory effects arising out of profiling.

12. Dispute Resolution

Eden Global Associates Worldwide Ltd tries to meet the highest standards when collecting and using personal information. We take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

12.1 The Parties will use their best efforts to negotiate in good faith and settle any dispute that may arise out of or relate to this Privacy Policy or any breach of it.

12.2 If any such dispute cannot be settled amicably through ordinary negotiations between the parties, or either or both are unwilling to engage in this process, either party may propose to the other in writing that structured negotiations be entered into with the assistance of a fully accredited mediator before resorting to litigation.

12.3 If the parties are unable to agree upon a mediator, or if the mediator agreed upon is unable or unwilling to act and an alternative mediator cannot be agreed, any party may apply to Legal Counsel to appoint a mediator under the Legal Mediation Procedure within 14 days of the date of knowledge of either event.

12.4 Within 14 days of the appointment of the mediator (either by mutual agreement of the parties or by a Legal Counsel in accordance with their mediation procedure), the parties will meet with the mediator to agree on the procedure to be adopted for the mediation, unless otherwise agreed between the parties and the mediator.

12.5 All negotiations connected with the relevant dispute(s) will be conducted in confidence and without prejudice to the rights of the parties in any further proceedings.

12.6 If the parties agree on a resolution of the dispute at mediation, the agreement shall be reduced to writing and, once signed by the duly authorised representatives of both parties, shall be final and binding on them.

12.7 If the parties fail to resolve the dispute(s) within 60 days (or such longer term as may be agreed between the parties) of the mediator being appointed, or if either party withdraws from the mediation procedure, then either party may exercise any right to seek a remedy through arbitration by an arbitrator to be appointed by the Legal Counsel under the Rules of the Legal Arbitration Scheme.

12.8 Any dispute shall not affect the parties' ongoing obligations under this Web Privacy & Cookie Policy.