



PRIVACY STATEMENT

Your privacy is important to us.

Jobs4Pilots is committed to respecting your privacy and to complying with all applicable data protection and privacy laws.

Personal data - what is it?

Personal data is any data which relates to an individual who can be identified from that data.

Jobs4Pilots will only collect, use or disclose sensitive personal data where it has received your explicit consent.

Sensitive personal data includes data such as background checks, medical history, address and phone number, your work experience and qualifications, assessment results and others obtained by Jobs4Pilots in connection with your possible work placement.

How your personal data will be collected?

Generally, Jobs4Pilots collects personal data directly from you. For example, it collects personal data when you:

- Deal with Jobs4Pilots in person, by telephone, email or via our website.
- Supply a CV or application form.
- Subscribe to job alerts emails.
- Submit any other information in connection with your application for any current or future position(s).

We may collect or use information about you from publicly-available websites whether or not you have an account with us. You will have the opportunity to claim, change the visibility setting of, or remove the information. However we cannot guarantee that we will not later collect from publicly-available websites other information that relates to you.

How Jobs4Pilots may use and disclose your personal data.

Your personal data will be collected by Jobs4Pilots to provide you with recruitment and/or related intermediary services. The following outlines how Jobs4Pilots may use and disclose your personal data:

- To provide recruitment and/or related intermediary services to or for you and to facilitate the recruitment process.
- To match your details against job vacancies which Jobs4Pilots considers may be appropriate for you.
- To apply for jobs on your behalf by sending your personal data to clients. Note that Jobs4Pilots will not put you forward for any positions without your prior consent.
- To allow you to apply for specific jobs or to subscribe to Jobs4Pilots's job alerts so that Jobs4Pilots can notify you when relevant job vacancies arise.
- For other purposes for which you have engaged with Jobs4Pilots.

If Jobs4Pilots engages a third party contractor to perform services which involve handling or processing personal data, it takes reasonable steps to prohibit them from using personal data except for the purposes for which it was supplied or for processing it other than in accordance with Jobs4Pilots's instructions.

Security of your personal data:

Jobs4Pilots has security procedures in place to protect the personal data it holds from misuse, loss, unauthorised access, modification or disclosure. It should be noted that the nature of the internet is such that we cannot guarantee or warrant the security of any information you submit via the internet.

Jobs4Pilots will keep your personal data no longer than necessary. Jobs4Pilots will appropriately dispose of your personal data when it is no longer required or if you ask to be removed from our systems so that it is protected from unauthorised use or disclosure.

Cookies:

Cookies are small files that are placed on your computer or mobile device by the websites that you visit. They are widely used in order to make websites work more efficiently, as well as to provide information to the owners of the site. This information is gathered anonymously - it does not enable us to identify who you are.

You can request access to your personal data.

You may request access to any personal data Jobs4Pilots holds about you.

Keeping your personal data up to date:

Jobs4Pilots takes reasonable steps to ensure that your personal data is accurate, complete and up to date. Jobs4Pilots may also contact you from time to time to check that the personal data is still correct. However, inform Jobs4Pilots of any changes to your details as soon as you reasonably can in order for Jobs4Pilots to maintain the accuracy of information held about you.

If you believe that personal data Jobs4Pilots holds about you is not accurate, complete and up to date, Jobs4Pilots will take reasonable steps to correct it.

Changes to Privacy Statement:

This Privacy Statement may be altered or updated by Jobs4Pilots from time to time, in which case Jobs4Pilots will advise you of any such alterations or updates by notice on the Jobs4Pilots website.

How to contact us:

If you wish to gain access to or correct your personal data or make a complaint about a breach of your privacy, contact Jobs4Pilots via email: data@jobs4pilots.com.