



Advance Management (UK) Ltd. Privacy & Cookies Policy

We care about your information

Advance Management (UK) Ltd is a data controller and data processor for the purposes of data protection legislation. Relevant, authorized members of our staff will have access to the information.

We may share information provided with us through our website to allow us to provide with our job applicants with the best job-finding and other related services.

Why do we process your information?

We process information about you known as 'personal data' to enable us to carry out our business as an employment agency for the purposes of permanent recruitment services and as an employment business for the purposes of temporary recruitment services.

By law, we have obligations to ensure that the candidates we place into vacancies are suitable for those positions and that the vacancies are suitable for those candidates. We have a duty of care to look after the best interests of our customers and to do that we need to collect and process relevant information.

We process some other information to help us make sure we are delivering a service that treats people legally and fairly, prevents human rights abuses, and is always improving.

Who will we share information with?

Information shared with client organizations - In order for our client organizations to consider workers for opportunities within their businesses, we need to share worker information with them. We have contracts in place with these organizations that require them to treat worker information as confidential before we share worker information with them.

Information shared with workers - In order to perform our recruitment services (such as arranging interviews, for example) we often need to share client contact information (such as name, job title and contact details) with workers.

Auditors & Inspectors - From time to time we may be audited by third parties to ensure that we are operating a legally compliant and ethical business. These third parties may include:

- Government regulatory and enforcement audits
- Independent social compliance audits
- Client audits

Other - If we would like to share your data with anyone not covered in this privacy notice (such as sharing testimonials with potential customers, for example), we will only do this where we have a legitimate reason to do so and where required will ask for your specific consent to do so.



What are your rights?

All individuals have the following rights regarding their personal information (also called 'personal data')

1. The right to be informed - You have the right to know what information we hold about you, what we are using it for, who we are sharing it with, how long we are keeping it, and on what basis we are processing the data. While we always prefer to process data based on your explicit consent, as a recruitment organization we also have a 'legitimate interest' in processing your data to ensure we are matching you to suitable vacancies. There are also times when we have to process your information because we are required to by law.

2. The right of access - If you would like to see the records we hold on file for you, please contact:

Contact Personnel	Affzel Adam (Managing Director)
Address	217 Bolton Road Salford, Manchester M6 7HP
Email	ids@advancemanagementuk.com
Tel No	0161 743 3101

3. Request Period - All requests must be made in writing and will be dealt with within 30 days.

4. The right to rectification – If you believe we are holding incorrect information, you can ask us to correct it.

5. The right to erasure – You can ask us to remove your information from our records. As long as there is no legal requirement for us to keep them (for example, HMRC require us to keep payroll records for 6 years), we will remove your details. This will mean that we won't be able to contact you with any work opportunities in future.

6. The right to restrict processing – Instead of asking to be removed, you can ask us to stop processing it – so you can ask us to stop contacting you about work opportunities, for example.

7. The right to data portability – If you want to take your data to another organisation, please contact us using the contact details above.

8. The right to object – You have the right to object to your data being processed on the basis of legitimate interests, direct marketing, and processing for statistical purposes. We will stop processing your information immediately unless there are legal reasons for us not to do so.

9. The right not to be subject to automated decision-making (including profiling) – You have the right to object to automated decision-making. We do not use automated decision-making in our recruitment process.

Where do we store your information temporarily and how do they work?

Cookies, also known as HTTP cookies, web cookies, or browser cookies, are small bits of text sent from a web site and stored in a user's web browser when you visit a web site. Web site retrieves information stored in the user's web browser cookies to allow the web site recognizes the user while browsing the web site.



What do we use cookies for?

Web sites today normally offer some level of interaction and cookies form an important part to store the data interaction of the Internet and web sites nowadays. There are many different uses of cookies on web sites, including storing required information to provide the required service, improving browsing experience, for analytical purposes and showing advertisement that is relevant to user's interests.

Can cookies see what's on my computer?

No. Cookies are not programs and cookies cannot collect any information, nor access to any files, from the device you are accessing from.

What cookies are used for in Advance Management (UK) Ltd. & web application?

The Advance Management (UK) Ltd. web site only uses cookies to store the required information, including user account name, login authentication and other essential required data for the web site operations. Furthermore all data stored within cookies are fully encrypted with our in-house encryption method to ensure any information retrieved from the cookies cannot be translated to any useful information even if they are retrieved from the cookies.

Cookies used in Advance Management (UK) Ltd. web site do not gather or store personal information about the user that could be used for marketing or remembering user's preferences while the user is browsing this web site.

Would cookies information on this web site be shared to third parties for advertisement and analytical purposes?

No. The development party of the Advance Management (UK) Ltd. Web Site, E-Smartex Ltd, is registered with the Information Commissioner's Office (Registration No. ZA160375). It is our policy that all cookies information stored within this web site do not be shared with any third party, and solely be used to store essential required information for the purpose of this web site's operations.

All data stored within the Advance Management (UK) Ltd. web site is protected in the UK by the Data Protection Act 1998, and it is our policy to ensure the protection of all data, including personal information, from unauthorized usage and access. The Data Protection Act 1998 provides that the information which we hold should be processed fairly and lawfully, should be accurate, relevant and not excessive, not be retained for longer than is necessary and, if applicable, be kept up to date. For more information on the Data Protection Act 1998 and your related rights please see www.ico.gov.uk.

How do we ensure the cookies information is stored securely and in a safe manner?

In order to ensure the cookies information is stored securely on user's web browser or mobile device, Advance Management (UK) Ltd. web site do not store any sensitive data or information about user. The cookies used by Advance Management (UK) Ltd. web site only store information that are required and essential for the operation of this web site. The user account information stored within this web site's cookies is also encrypted to provide an additional level of security of the user's information.



What information stored in the cookies in Advance Management (UK) Ltd.?

Advance Management (UK) Ltd. web site uses cookies to store essential information in encrypted format and only used for the web site operation purpose only. The information stored within the web site cookies include:

- Job Applicant's Name
- Job Applicant's Contact Details
- Session IDs

As part of the standard format of cookies, cookies may also contain the following information:

- Domain of the web site
- Cookie Name
- Cookie Value
- Cookie Path
- Cookie Expiry / Max-Age
- Size of the Cookie
- Secure attribute
- HTTP attribute