



CTG

Committed to Good

Privacy Policy



PRIVACY POLICY

CTG Global recognizes the importance of protecting personal information and has implemented this privacy policy to make clear how CTG will collect, store and process your personal information.

COLLECTION OF PERSONAL INFORMATION

CTG will only collect personal information (including sensitive personal data) where doing so is reasonably necessary for a CTG to fulfil a business function or activity or a contractual requirement.

The types of personal information CTG may collect include (but are not limited to):

- Name and gender
- Date of Birth
- Contact details
- Occupation, references and previous employment history, qualifications and skills
- Relationship or marital status
- Medical history
- Information provided by you through our website, Facebook or LinkedIn accounts and CTG's recruitment and HR management portals

Personal information will be collected using lawful and fair means.

Personal information may be collected in a variety of ways, including:

- Applications submitted by you or responses to job advertisements
- Enquiries and comments made by you through/on CTG's website, Facebook, Twitter or LinkedIn
- Information provided when signing up for a CTG or Chelsea Group newsletter
- Information submitted or uploaded to CTG's recruitment or human resources management systems
- Through government agencies and selected third party reference/background checking companies with whom CTG has a contractual relationship
- Through direct contact with you (e.g. email, Skype, telephone and face to face meetings).
- Through cookies used on CTG's website. Cookies are small text files that are downloaded on your computer as a result of accessing certain websites or emails. This allows the site to know that you have visited before and in some cases can be used to record your preferences. Cookies can be used/stored to: (i) help track usage patterns in order to improve and manage a website; or (ii) record preferences in order to personalise your visit to that website. There are options within your browser to not accept or delete cookies should you wish to do so.

STORAGE OF PERSONAL INFORMATION

CTG will store your personal information in electronic form and may, if appropriate, store personal information in physical form.

Although CTG uses appropriate security measures once CTG has received personal information, it is not possible for CTG to ensure or warrant the security of information which is transmitted by you or received from us over the internet. The transmission of information over the internet is never completely secure and any transmission is at the user's own risk. CTG further notes that emails aren't always secure, and they may be intercepted or changed after they have been sent. CTG does not accept liability for any damage or loss caused or suffered in connection with any such communications.

CTG takes reasonable physical, electronic and managerial measures to ensure that we keep your information secure and accessible only by authorised personnel, accurate and up to date, and that we only keep it as long as is reasonable and necessary.



PRIVACY POLICY

USE AND DISCLOSURE OF YOUR PERSONAL INFORMATION

CTG collects personal information for purposes including, but not limited to:

- Responding to enquiries
- Assessing your suitability for potential roles
- Assessing your background and relevant references for potential roles
- Provision of services to you (including banking information for payment of services)
- Administration
- Contractual deliverables (including written reports and presentations)
- Submission of documents to our clients including expressions of interest, capability statements and tenders
- Information required for medical treatment, processing of insurance claims and reimbursement of medical expenses

CTG may disclose your personal information, as appropriate for CTG's legitimate business purposes, to employees and contractors within our group of companies and external third parties including (but not limited to) suppliers and service providers, clients and potential clients, insurers, solicitors, accountants, government departments and agencies and external IT and data providers and centres. Due to the nature of CTG's work, you accept that CTG may transfer your personal information across international boundaries or use/process your personal information in countries where standards of data protection are not as stringent as those required, for example, by the EU.

CTG will take reasonable steps to ensure that the personal information used or disclosed is accurate, up to date, complete and relevant to the purpose of the use or disclosure.

CTG may disclose your personal information for other purposes where we have received your consent to do so or are required to do so by law.

YOUR OPTIONS

CTG recognizes that you may not wish to provide us with your personal information. Please note, however, that in this circumstance we may be unable to assist you through answering your query or providing you with our services.

If you choose to provide CTG with your personal information, you have various rights, including:

- Ask that CTG update the information held for you, or correct information you think is incorrect or incomplete
- Ask that CTG delete the information held about you
- Withdraw consent to CTG's processing of your information (to the extent such processing is based on consent) or otherwise object to CTG's processing of your information

To exercise any of these rights, or if you have any other questions about our use of your information, please email helpdesk@ctgglobal.com.

CHANGES TO THE POLICY

CTG reserves the right to amend this privacy policy. You are advised to visit this website section periodically in order to keep up to date with the changes in CTG's privacy policy.

