

Data Protection Statement for Candidates

Tiger Resourcing is committed to protecting the privacy and confidentiality of its candidates and to upholding data protection principles in accordance with the Data Protection Act 1998. Personal data will be processed in accordance with the rights of the data subjects under this Act.

Tiger Resourcing will take all appropriate technical and organisational measures against unauthorised or unlawful processing and accidental loss, destruction or damage to personal data stored on our systems. You should however be aware that there is a risk of insecure transmissions when submitting details by email. We will hold on our database only such details, supplied by you, as are required to facilitate job search processes and the finding of suitable contract or services opportunities for you. We may also obtain information about you when we take up references on you. (As part of our quality procedures we are required to take such references, but only from referees whose details are provided to us by you.) 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 If we are unable to get in touch with you because your contact details are out of date or if we receive no response from you over a period of one year, we may delete your record from our database.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 admin@tiger-it.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.

We will not submit your skill details to a potential client without first obtaining your consent, and will only reveal personal contact details at the time of arranging interviews, unless directed otherwise. If you obtain an engagement through us we will also need to store pertinent financial details in order to administer payment to you.

We may use your email address to advise you of current vacancies. If, for any reason, you do not wish us to use your email address for this purpose, please advise **admin@tiger-it.com** using the word 'unsubscribe' in the subject line.

We assume we have the consent of applicants, candidates and contractors who apply to be registered with us, unless we are notified to the contrary.

You have a right to know about the information Tiger Resourcing holds about you by written request and on payment of a fee.

If you have any queries about this statement or any of the Data Protection practices of Tiger Resourcing, you may contact us by emailing **admin@tiger-it.com** .