



Privacy Statement

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1. Introduction

- This Privacy Statement sets out the basis for processing any personal data we collect from you or that you provide to us. Please read the following carefully to understand our practices regarding your personal data.
- We are committed to safeguarding the privacy of our website visitors, customers and clients.
- In this Privacy Statement, "we", "us" and "our" refer to Rezume UK Ltd.

2. Definitions

In the context of the General Data Protection Regulation (GDPR):

- 'Controller' means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.
- 'Processing' means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
- 'Personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
- 'Processor' is a natural person or legal entity that processes personal data on behalf of a controller.
- 'Consent' of the data subject means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

Within this Privacy Statement, 'Websites' means any of the following:

- www.resume.co.uk
- www.resume.uk
- www.scentime.com
- www.onresume.org

3. Compliance with the General Data Protection Regulation

- We always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).

- Resume UK Ltd ('Resume') is registered with the Information Commissioner's Office as 'controller'.

4. Personal data we may collect from you

Depending on which one of our websites you use, we may collect and process the following personal data:

Website	Type of personal data	Purposes	Legal basis of processing
onrezume.org	Name, email	Registration with Onrezume Policy Portal	Contractual agreement with provider Resume legitimate interests in operating the website
rezume.uk	Name, email	Registration with policy portal	Contractual agreement with provider Resume legitimate interests in operating the website
scentime.com	Name, email	Registration with e-learning portal	Resume legitimate interests in operating the website
rezume.co.uk	Name, email, address, contact number, CV contents.	Purchase from online shop, registration on our website, sign up to receive our newsletter, CV submission.	Resume legitimate interests in operating the website

If you contact us, we may keep a record of that correspondence. If you send us personal information which identifies you via email, we may keep your email and email address.

We do not collect any of the following data, which in the GDPR are known as special categories of data.

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data
- Physical and mental health or condition
- Data concerning a natural person's sex life or sexual orientation.

5. Providing your personal data to others

Financial transactions relating to our website, services, and products are handled by our payment services providers PayPal and NatWest Bank. We will share transaction data with our payment services providers only to the extent necessary for the purposes of processing your payments, refunding such payments and dealing with complaints and queries relating to such payments and refunds.

6. How we use your personal data

We use personal data held about you in the following ways:

- to update and enhance our records.
- to compile information relating to your use of our products and services and make recommendations about goods and services and other areas that may interest you.
- to carry out our obligations arising from any contracts entered into between you and us to provide you with the information, products and services that you request from us.
- to give you access to our website, where applicable.

We may process data about your use of our website and services ("usage data"), which may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, information about the timing, frequency and pattern of your service use, as well as information about your Login/logout, Login problems, Password requested, Download, Download problems, Email sent, User registered, Expired access attempt, User modified details, API function call, Email Unsubscribe, Email Opt In. The source of the usage data is the plugins/add-ons we use in

our websites. This usage data may be processed for the purposes of analysing the use of the website and services. The legal basis for this processing is monitoring and improving our website and services.

We may process any of your personal data identified in this policy where necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing is our legitimate interests, namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.

7. Accuracy of personal data

We will take reasonable steps to create an accurate record of any personal data you have submitted. You can update your personal data by making amendments on our Website, by emailing us at privacy@rezume.co.uk or by calling us on 01964 671306. Please note that email requests to update your personal data can take up to 10 days for the changes to come into effect.

8. Data subject rights

Under the GDPR, you, as the data subject, have the following rights:

- Right of access by the data subject
- Right to rectification
- Right to erasure ('right to be forgotten')
- Right to restriction of processing
- Notification obligation regarding rectification or erasure of personal data or restriction of processing
- Right to data portability
- Right to object
- Automated individual decision-making, including profiling
- Restrictions.

We fully respect your above rights.

9. International transfer of your personal data

- We process your personal data in the UK however for the purposes of website hosting and maintenance this information is located on servers within the European Union. No third parties have access to personal data unless the law allows them to do so.
- The personal data that we collect from you will not be transferred to, and stored at, a destination outside the European Union.

10. How we protect your personal data

- We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- Please note however that where you are transmitting information to us over the Internet, this can never be guaranteed to be 100% secure.
- We will notify you and the Information Commissioner's Office promptly in the event of any breach of your personal data which might expose you to a serious risk.

11. Sharing personal data

- We do not share personal data with third parties except to comply with the law or protect our rights.
- We do not sell, distribute or lease your personal data with other companies and businesses for marketing purposes.

12. How long do we keep your information?

- We will hold your personal data on our systems for as long as long as is necessary to comply with our legal obligations.
- If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations, e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

13. Mailing lists

We use third-party providers, ActiveCampaign and phpList, to deliver our newsletter and inform you of updates to Onrezume. We gather statistics around email views, bounces,

opening, and clicks using industry standard technologies to help us monitor and improve our e-newsletter and service. You can unsubscribe to general mailings at any time by clicking the unsubscribe link at the bottom of any of our emails or by emailing info@rezume.co.uk.

14. Automated decision making, including profiling

We do not carry out any of the following:

- automated individual decision-making (making a decision solely by automated means without any human involvement); and
- profiling (automated processing of personal data to evaluate certain things about an individual).

15. Cookies

There are no cookies on the following websites:

- www.rezume.uk
- www.rezume.co.uk
- www.scentime.com

A session cookie is used in www.onrezume.org to keep track of sessions. If there is a period of inactivity on the website for 30 minutes, the user is automatically logged out and will be required to log in again to access the portal.

If you share our content through social media, for example by liking us on Facebook, following or tweeting about us on Twitter, or giving us a '+1' via Google Plus, those social networks will record that you have done so and may set a cookie for this purpose.

16. Amendments

We reserve the right to amend this Privacy Policy from time to time without prior notice. Any changes we may make to our Privacy Policy in the future will be posted on <https://www.rezume.co.uk/privacy>.

17. Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact us and we will investigate the matter. If you are not satisfied with our response or

believe we are not processing your personal data in accordance with the GDPR, you can complain to the Information Commissioner's Office (ICO). Their contact details are:

<https://ico.org.uk/concerns/>
Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Telephone: 0303 123 1113

18. Rezume Contact information

We are registered in England and Wales under registration number 6584898, and our registered office is at 44 High Street, New Romney, Kent TN28 8BZ.

Data Controller

Rezume UK Ltd
44 High Street
New Romney
Kent TN28 8BZ

Principal place of business

You can contact us by post, email, telephone.

The Rise, Main Road
Burton Pidsea, Hull
East Yorkshire HU12 9AX
Email: info@rezume.co.uk
Telephone: 01964 671306

Data Protection Officer

Reza Danesfahani
The Rise, Main Road
Burton Pidsea, Hull
East Yorkshire HU12 9AX
Telephone: 01964 671306
Email: dpo@rezume.co.uk