

# Privacy Policy

Effective Date: 01/01/2024

This privacy policy applies to the web sites [www.salamanderrecruiting.co.uk](http://www.salamanderrecruiting.co.uk) and [www.salamanderconsulting.co.uk](http://www.salamanderconsulting.co.uk) owned and operated by Salamander Consulting Limited ("We", "Us", "Ours"), as well as the assessment technology platform known as "Talent Finder" (henceforward, "the Services"). This Privacy Policy covers our collection, use and disclosure of information we collect through [www.salamanderrecruiting.co.uk](http://www.salamanderrecruiting.co.uk) and the Services. It also describes the choices available to you regarding our use of your personal information and how you can access and update this information. The use of information collected through the Services shall be limited to the purpose of providing the service for which our customers have engaged Salamander Consulting Limited.

## 1. Information Collection and Use

We collect the following personal information from our Customers

- Contact/User Information such as name, email address, mailing address, phone number
- Unique Identifiers such as user name, account number, password
- Information about your business such as company name and address

We use this information to

- Assess the needs of your business to determine suitable products
- Send you requested product or service information
- Respond to customer service requests
- Administer your account
- To market our websites and products (see more under "Marketing")
- Respond to your questions and concerns
- Conduct research and analysis
- Facilitate your interactions with other users

### **Analytics based anonymous data collection**

As is true of most web sites, we gather certain information automatically and store it in log files. This information includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp, and clickstream data.

This information, which does not identify individual users, is used to analyse trends, to administer the site, to track users' movements around the site and to gather demographic information about our user base as a whole. We do not link this automatically-collected data to personally identifiable information.

As the owner and operator of Talent Finder's assessment technology platform Big 5 Assessments collects information under the direction of Salamander Consulting Limited through its various assessment technology Services, and neither party has a direct relationship with the individuals whose personal data it processes. Big 5 Assessments works with Salamander Consulting Limited to help them provide notice to their customers concerning the purpose for which personal information is collected.

### **Marketing**

We may use your Personal Information, such as your name, email address, telephone number, etc. ourselves or by using our third party subcontractors for the purpose of providing you with promotional materials, concerning our services, which we believe may interest you.

Out of respect to your right to privacy we provide you within such marketing materials with means to decline receiving further marketing offers from us. If you unsubscribe we will remove your email address or telephone number from our marketing distribution lists.

Please note that even if you have unsubscribed from receiving marketing emails from us, we may send you other types of important e-mail communications without offering you the opportunity to opt out of receiving them. These may include customer service announcements or administrative notices.

### **Service Provider, Sub-Processors/Onward Transfer**

Big 5 Assessments may transfer personal information to companies that help them administer aspects of their business. Transfers to subsequent third parties are covered by the provisions in this Policy regarding notice and choice and the service agreements with our customers.

### **Transfer of data outside the EEA**

Please note that some data recipients may be located outside the EEA. In such cases we will transfer your data only to such countries as approved by the European Commission as providing adequate level of data protection, or enter into legal agreements ensuring an adequate level of data protection.

### **Access and Choice regarding Data Controlled by our Clients**

Salamander Consulting Limited and Big 5 Assessments has no direct relationship with the individuals whose personal data is processed. An individual who seeks access, who seeks to correct, amend, delete inaccurate data or withdraw consent to further contact should direct his/her query to the Salamander Consulting Limited Customer he or she deals with directly (the data controller). If that Customer requests Salamander Consulting Limited to remove the data, we will respond to their request within 30 days.

### **Data Retention**

Big 5 Assessments will retain personal data they process on behalf of our Salamander Consulting Limited's Customers for as long as needed to provide the services and as necessary to comply with legal obligations, resolve disputes, and enforce agreements.

## **2. Information Sharing**

Your personal information will be shared with third parties only in the ways that are described in this privacy policy. We do not sell your personal information to third parties.

### **Service Providers**

We may provide your personal information to companies that provide services to help us with our business activities (such as blog hosting). These companies are authorised to use your personal information only as necessary to provide these services to us.

### **Legal Disclaimer**

We may also disclose your personal information:

- as required by law, such as to comply with a subpoena, court order, or similar legal process,
- when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request,
- if Big 5 Assessments or Salamander Consulting Limited is involved in a merger, acquisition, or sale of all or a portion of its assets, you will be notified via email of any change in ownership or uses of your personal information, as well as any choices you may have regarding your personal information
- to any other third party with your prior consent to do so.

If your personal information changes, or if you no longer desire our service, you may correct, update or amend it by making the change from your account settings page. If you wish to suspend or deactivate your account, or request deletion of your information, you may email our Customer Support at [support@talentfinderhub.com](mailto:support@talentfinderhub.com) or contact us by postal mail at the address shown below. We will respond to your request to access within 30 days. We will retain your information for as long as your account is active, as needed to provide you services and as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

We will use your name and email address to send marketing/promotional emails to you. Out of respect for your privacy, you may choose to stop receiving our newsletter or marketing emails by following the unsubscribe instructions included in these emails or you can contact us at [support@talentfinderhub.com](mailto:support@talentfinderhub.com)

A cookie is a small text file that is stored on a user's computer for record-keeping purposes. We use cookies on this site. We do not link the information we store in cookies to any personally identifiable information you submit while on our site.

**Links to 3rd Party Sites**

Our web site includes links to other web sites whose privacy practices may differ from ours. If you submit personal information to any of those sites, your information is governed by their privacy policies. We encourage you to carefully read the privacy policy of any web site you visit.

**Changes To This Policy**

We may update this privacy policy to reflect changes to our information practices. If we make any material changes we will notify you by email (sent to the e-mail address specified in your account) or by means of a notice on this web site prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices.

If there are any questions regarding this Privacy Policy you may contact us using the information below:

Salamander Consulting Limited  
Ashdown House  
The Green  
Evenley  
Brackley  
NN13 5SH