



CONCORDE
GROUP
RECRUITMENT
&
TEACHING BANK

PRIVACY POLICY

GENERAL:

This Privacy Statement sets out how Concorde Group complies with European Union data protection requirements. This applies to the entire web site.

Concorde Group are committed to respecting your privacy. We have structured our web site so that, in general, you can visit Concorde Group on the web without identifying yourself or revealing any personal information. Once you choose to provide us with any information by which you can be identified, then you can be assured that it will only be used in accordance with the details outlined in this Privacy Statement.

For your protection, we are registered under the Data Protection Act 1998 and have given all appropriate notifications to the Information Commissioner.

WHAT DO WE DO WITH THE INFORMATION WE GATHER?

Concorde Group will collect the personal details which you provide to us for the purposes of providing work-finding services. In providing this service to you we will need to transfer your personal details to our client companies.

From time to time, we may also use your information to contact you for market research purposes. We may contact you by e-mail, phone, fax or mail.

SECURITY

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect on line.

HOW IS THIS DATA SAFEGUARDED?

The security of your data is extremely important to Concorde Group. Access to your personal data is only provided to our staff and third parties who help us to process data and, in order to help with the recruitment process, to prospective employers or customers.

We will also disclose your Personal Data if we believe in good faith that we are required by law to disclose it in connection with the detection of crime, the collection of taxes or duties, in order to comply with any applicable law, by order of a court of competent jurisdiction, or in connection with legal proceedings.

FUTURE CHANGES

Any changes to this Privacy Policy will be posted on this website so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any time we decide to use Personal Data in a manner significantly different from that outlined in this Privacy Policy, or otherwise disclosed to you at the time it was collected, we will notify you by telephone or email, and you will have a choice as to whether or not we use your information in the new manner.

NOTE:

Calls to or from Concorde maybe recorded for training purposes