

# TERMS, CONDITIONS AND PRIVACY

This site is the property of **Be Job Ready** and the purpose of this document is to explain our terms, conditions and privacy policy. At Be Job Ready, we respect and protect the privacy of our clients.

We are an online provider of employability services including CV reviews, CV writing, CV Templates design, Career advice, Interview tips, Trainings and Job searching skills.

Some our services are provided by a third-party service provider, hence, this policy does not apply to the services we do not provide directly.

## How we collect your information

By visiting, browsing, writing a testimonial, making enquiries, and (or) creating an account on this website and our blog, you hereby give us your voluntary consent to collect, process, store and use your personal information solely for the purpose of the service you required or consented to.

When you send us an email for any reason, we will also retain this information for the purpose as above. **Note:** your personal details will not be used contrary to your consent.

## The information do we collect

we collect personal information such as your name, contacts including emails and phone numbers, address, employment history, education records, and other relevant information necessary to provide you with the service that you may request i.e. when you send us your CV to us or create a user account.

When you also participate in surveys, reviews, subscribe to any of our service we will retain your personal information subject to your permission for the sole purpose of serving you better. Other than the above actions, we do not collect your information if you continue to browse anonymously or without taking action. Although, there is a cookie on our website which identifies you browsing habit, it does know who you by name but only by browser and history.

Some of the services we provide are facilitated by a third party website, we carefully selected these providers and their websites for your best interest and to complement the services that we provide. However, we cannot accept liabilities in respect to the consent of those sites. Your continuous use of their service is at your own risk.

## How we process your information

To continue to improve the quality of services we provide, we may share your information with the prospective employer, and carefully selected third parties subject to your consent or at your request. Your personal details will never be passed to third parties unless you consent to it.

## How and where we store your information

Personal information we collect from you are automatically stored on our web server and databases provided by 1&1 Internet Limited. See 1&1 Internet Limited privacy policy [here](#) and

there terms [here](#). We may delete your information stored on our database at any time, so as far as, its retention is not required by law. Your data are stored in the UK and Germany in compliance with the **General Data Protection Regulation (GDPR) (EU) 2016/679** which is very strict in terms of protecting individuals' privacy.

## How we protect your information

We ensure the protection of your personal information by adopting technical measures such as data encryption, firewall and fraudulent practices detection. We also have administrative measures that prohibit and automatically decline unauthorised access to your information, disclosure, copying, misuse, loss, use or alteration of details.

What we expect from you: It is your responsibility to control the information you provide us,

- To set, keep and change your passwords.
- To ensure your data are correct, accurate and updated promptly,
- To choose what information you wish to receive from us and how often you want to receive them,
- To opt out of any subscription and services at any time,
- Change or delete your information at any time.
- You can request that your personal data be deleted or stop any communication explicitly by email [datacontroller@bejobready.co.uk](mailto:datacontroller@bejobready.co.uk)

## Publishing CV and Cover Letters online

For the purpose of marketing our services, we will randomly display CVs, Covering letters and Testimonial on our website. However, no such information will identify an individual unless expressly consented. **WARNING:** Information published on our website may appear in search engine results such as Google, Bing or Yahoo and on any other third-party website. We will always seek your consent after we have successfully provided a satisfactory service to you. You can always opt out of this service.

## Information Disclosure

We may share your information with agencies required by law without your consent i.e. crime agencies. However, we will always seek your consent in order to share your details with all other third parties.

## Cookies

We engage the use of cookies and similar online visitors tracking technologies to help collect and measure our platform users' behaviours so that we can offer you more tailored services that will be suitable for individual visitors.

We also use Google Analytics on our website. How Google uses the data when you use our website may be found [here](#). You may disable the Google Analytics function by means of a browser add-on to ensure the prevention of the sending of any analytical information to Google.

## Correspondence

We may contact our users for any technical issues, security issues, management issues such as a takeover, and marketing at any time. You may contact us at any time by visiting our contact page on [www.bejobready.co.uk/contact/](http://www.bejobready.co.uk/contact/) or send us email [info@bejobready.co.uk](mailto:info@bejobready.co.uk)

## No guarantees or Warranties

We cannot give a warranty or guarantee for the disclosure of your personal information due to unavoidable accidental technical incidents, errors, omissions, interruptions and hacking related activities.

However, we will never compromise your information intentionally and we will always continuously seek the best way to improve the security of our clients' details.

## Copyright

All contents on our website have been copyrighted to us, any unauthorised usage, copying or distributions will be subject to a legal dispute and compensation or damages may be sought against infringers.

## Changes to this Policy

We reserve the right to update this policy at any time which may affect your continued usage of our services. We will always update our service users by email and by a notification on our website about any changes to this document. It is your responsibilities to read this information. By continuing to use of our website after a policy update, you have consented to be legally bound by the updated policy.

Updated 22/05/2018