

StaffShare ® Privacy Rights Statement

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StaffShare® Privacy Rights Statement

AT NO TIME DO STAFFSHARE (THE COMPANY) TAKE OWNERSHIP, POSSESSION OF OR RESPONSIBILITY IN ANY WAY FOR THE DATA AND INFORMATION (DATA) PLACED ONTO THE STAFFSHARE WEBSITE/S (WEBSITE) BY ITS MEMBERS AND ALL DATA PROVIDED AND RETAINED ON THE COMPANY'S DATABASE IS, UNLESS FOUND TO THE CONTRARY, LEGAL, ACCURATE, AND SUPPLIED 'AS CORRECT AS IT CAN BE' AND WILL NOT BE USED, CHANGED OR REMOVED BY THE COMPANY IN ANY WAY- OTHER THAN AS STATED IN THE [TERMS & AGREEMENT OF MEMBERSHIP](#) OR WHERE SPECIFICALLY REQUIRED TO DO SO BY AN AUTHORISED MEMBER/OWNER OR A 3RD PARTY WITH LEGAL AUTHORITY TO MAKE SUCH A REQUEST.

Information you provide –data we use.

The information entered into [Profiles and CVs](#) is assembled and provided by Registered StaffShare 'Skill Seller' Members (and Corporate Members) through the electronic forms (or otherwise) and includes data on themselves, their employees and their employing organisation. All data is provided freely and without claim or restrictions except under the StaffShare Terms & Agreement of Membership, which has been read, understood and signed by the Member. From time to time StaffShare may collect and store Member /user information and tracking data to enhance the company's understanding of customer use and needs. This information may be necessary for analysing the use of website resources, services and the SkillGallery, SkillBox and across the Skill Exchange. The data collected is never shared with other parties and is entirely used to help the company improve its services.

How stored information is used

All Profile and full employee summary or CV data - outlining the skills and descriptions of individual employees available for secondment - is supplied 'as correct as it can be' by their respective Employers. Profile data /information is provided into public areas of the site (in SkillBox) without restriction or charge to anyone and delivered based against selected search criteria. NO PERSONAL EMPLOYEES DETAILS ARE PROVIDED BY STAFFSHARE.

Detailed and more specific personal information (but un-identified) is enclosed in the CV stored and accessible only to Registered 'Skill Buyer' Members (or Corporate Members) after payment. StaffShare aim to provide safe and secure management of all data provided by limiting access to database files ONLY to legitimate and registered members of the StaffShare Skill Exchange. StaffShare cannot guarantee that unauthorised parties will not abuse the terms of their Agreements and gain access to CV data in breach of the Agreement, however we endeavour to spot check Members and their records to maintain a healthy and prudent control to ensure information provided on-line by all Member's is accurate and current. We also cannot control how registered members store, use or transfer CV based information bought and downloaded from the database, so you should ensure that Skill Sellers do not place private, personal or sensitive company information into any forms provided by or uploaded to StaffShare for use on the website. You should ensure that you maintain your own internet access protocols and apply your own internet security policy. StaffShare recommend that all Member log-ons, names and passwords are kept private and not shown or shared with friends or family or with work colleagues, unless under each Member's strict control and authority. For clarity, any correct log-on to the website will be accepted by StaffShare as being from or by the authority of that Registered Member and any deletions, changes or data theft or any on-line activities resulting from misuse of and abuse of a Member's rights and access will be the sole responsibility of that Member.

StaffShare use the information customers or visitors to the site provide us to deliver the Skill Exchange services offered and to operate and improve the website/s. the Company reserve the right to hold, store and use any information visitors (excluding Members) provide, to contact you about StaffShare website updates, gather trends and data in surveys including information about changes to StaffShare processes or activities.

Sharing & non- disclosure of information

Clearly there is a free, open and public access provided to all website users/visitors of data in **Profiles**- *basic un-named, unidentifiable descriptions of individual candidates awaiting selection for secondment by an employer.* For the avoidance of doubt - to protect Member security and employee privacy and strict application of current UK employment regulations, StaffShare require all Skill Sellers (and Corporate Members) to exclude specific details in all Profiles submitted- including Candidate name, age, sex, exact Job Title and Company/ Employer Name. CVs must also exclude Candidate name, age and sex, religion, any disability, and any other personal detail that may be indiscrete clearly private or create or be likely to raise any prejudice whether legally enforceable or not.

Within the Terms of Membership **CV data** – *more detailed and specific candidate job descriptions and employer contact details* is placed onto the site and provided ONLY to registered Employers by StaffShare Skill Sellers **and shared only with other Registered Members.** No Member can use Profile or CV information taken free or bought through the site for any purpose other than the use it is specifically provided for and such use is outlined in the Terms & Conditions of the Website as well as at point of Registration and purchase.

Outside the use of Profile and CV data as outlined in the **Terms & Agreement of Membership** covering data on employees awaiting secondment, StaffShare do not share information with any third party organisations for whatever reason.

In the event of a company sale, merger or business transfer /takeover in any way all web and stored data may passed and transferred to another business without restriction, claim or external control by any other party, in so far as the new body or company has the clear intention to continue the same or similar use of data and apply as good as or better the Terms & Agreement of Membership as well as the terms of this website and service.

Your control of your information

As a Member, you can simply review, correct, make any necessary changes or delete entirely your own employee's personal information at any time. Simply logging on takes you to your Member SkillBox /account Profiles. Then make all changes needed. Following each successful placement of any individual employee **it is the Skill Seller's sole responsibility to immediately remove** that Candidate's Profile and CV from the database- simply by deleting that Candidate's files in your SkillBox.

In the event you cancel Member's Registration either at year end (triggering a termination of Agreement) or ask to be removed from the service (perhaps a change of employment or new Registered Member replaces you), StaffShare will, in the event no company replacement name and details are provided, delete your personal information, but will retain logs, demographic and statistical information about you, your Profiles and CVs and keep an archival copy of all your information in a de-personalised form. If your own personal information, or data included in a CV or Profile was previously accessed by others using the Site, through the CV & contact details etc; we are unable to delete that information from their systems.

In the event you cancel your Membership Registration on behalf of your entire Company, either at year end (triggering a termination of Agreement) or before then we will after direct written order delete all Profiles and CVs from the website and database as well as remove your own data- as outlined above.

Members and users of the site may turn off cookies in their browser. This may affect your use of the site or the Company's ability to recognise you, your e-mail and potentially your log on.

Important information

Please review the full [Website Terms and Conditions](#) for further information.

The StaffShare website is aimed entirely at Employers and individuals empowered within their organisations to manage employees and HR interests and represent the interests of their companies, organisations, public bodies or Not for Profit groups /Charities. **These services are not designed for individual employees, staff seeker, recruitment or employment agencies of any kind or any 3rd party acting independently to search and locate staff.** Although clearly limited access and use is not restricted to any employee or interested parties of any sort. Children and those under 18 should not use or be allowed or encouraged to use the website.

To contact StaffShare

In the event of query or any concerns about our privacy practices or any access problem on or off the website, in the first instance please contact the StaffShare Support Team:

support@staffshare.com

Or write to us at:

StaffShare Limited, Support Team,

Filden House, 14 Weywood Lane, Farnham, Surrey GU9 9DP

StaffShare is a declared Social Enterprise Company.

The company prides itself on its social responsibility and ethical terms of business and as a Social Enterprise works to balance profits and future investments to sustain and grow the enterprise itself, while making, wherever possible, significant and potentially unlimited community -based contributions to worthwhile effect.

As a baseline the organisation's board already commits not less than 10% of its cleared annual profits to selected UK, European or worldwide charities.

