

# CAPITAL CHASE

## Please read these terms and conditions carefully

Welcome to **Capital Chase Ltd**. By having contact/registering with us you are authorising **Capital Chase Ltd** to collect your personal information relevant to recruitment and hold it in our database. We collect your information from any documents sent, any information provided in an email, Linked-in and in face to face meetings. We may record discussions on the phone. The information we collect includes your;

- C.V'S
- Name/Title
- DOB
- Gender
- Marital Status
- Nationality
- Job Title
- Source
- Location
- Address
- Mobile/Direct Dial/Number
- Salary
- National Insurance number
- Limited company details
- Passport
- Any other documents/information that may be communicated with us that are relevant to our services

We store your information on our servers in the UK and on our recruitment database. As a result of having your personal information we may contact you in the future with details on other positions that match your expressed skills, background and to update your information.

We share your details with all of **Capital Chase** employees' and other companies involved with ours which may include:

- Cloud providers that help us store your information
- IT Service providers that help us with our internal IT issues
- Lawyers representing us in the event of a legal claim
- Regulators and law enforcement agencies (if there is a legal reason to share your data with them)

You hereby acknowledge and agree that the personal information collected from you may be accessed, stored, processed by, and transferred among **Capital Chase Ltd**.

To delete your personal information from the database, please send an e-mail to [info@capitalchase.com](mailto:info@capitalchase.com) and type "Delete from Database" in the subject line of your e-mail message. Only messages sent in this manner will be acted upon in a reasonable timeframe; no confirmation will be sent. If you are unaware that your data has been added by a third party and you do not agree with this Privacy Notice, then please inform us immediately and your data will be removed from our systems

*We deem receipt of this C.V. and a request to interview the candidate as acceptance of our terms of business.*

*Registered office: 11, princes square, Hove sussex BN3 4GE*

*Company registered: 05402125*