

## **Privacy Policy**

This privacy policy sets out how Zwiers Regulatory Consultancy uses and protects any information that you give Zwiers Regulatory Consultancy when you use this website.

Zwiers Regulatory Consultancy takes your privacy seriously. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Zwiers Regulatory Consultancy may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25<sup>th</sup> May 2018.

### **What Information About Me is Collected?**

If you request that we contact you by submitting information through any of the e-mail links on our Website, we may collect two types of information: personally identifiable information and non-personally identifiable information.

### **Personally Identifiable Information**

It is important that you can rely on us to handle your data responsibly. We will collect personally identifiable information from you only if you voluntarily submit the information to us (for example CV/ application letter). We do not share personally identifiable information

### **Non-Personally Identifiable Information**

Non-personally identifiable information is information that by itself cannot be used to identify or contact you, such as demographic information (like age, profession or gender). Non-personally identifiable information may also include anonymous IP addresses, browser types, domain names, and other anonymous statistical data.

### **What we do with the information we gather**

We decide to select or not to select you for a position.

In case we do not select you for a position we will keep your personal information for 1 year. With the aim to include you in other selection procedures which might be of interest to you.

Your personal information will be deleted at the end of the calendar year in which they have been provided, unless you expressly request otherwise in writing

### **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 online.

### **How we use cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. A cookie in no way gives us access to your computer or any information about you and you can choose to accept or decline them.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website. We only use this information for statistical analysis purposes. We make use of anonymous IP addresses.