

Bookcareers.com Privacy Policy

We respect your privacy and are committed to protecting the privacy of all who interact with bookcareers.com, whether as a client, a jobseeker, an employer, or as a user of our website. We aim to provide a secure user experience ensuring the information you submit to us via our office or through an online form.

In summary: -

We will not pass on or share your personal details with anyone, without seeking your prior permission first, this includes any CVs submitted to the CV Clearing House.

We do not sell on our mailing lists or share them with third parties.

The data that is sold as part of our annual salary survey has all personal references removed.

Where we see individuals for Career Development or Careers Counselling, you will be given the same level of confidentiality that you would expect from your Doctor. We do not disclose or discuss our client base with anyone, even if we may know people mentioned in discussions.

If we see people for Outplacement, which has been arranged by an employer, you will be briefed at the outset of the nature and type of reporting that we will be required to do for the employer.

We store your data in-house and via secure third party applications and databases that are based worldwide. We do not share this data but from time to time an IT specialist may view your data to fix software, but not act on or share your personal information.

We have always been transparent with clients. You can at any time request a copy of the data we keep about you; if you are already a client you would have already been given a copy of all the notes we make at the end of any face-to-face meeting.

We are committed to data security. In the unlikely event of any data breach we will report it to the ICO and contact any affected clients or candidate advising of what data has been breached and what actions, if any, to take.

Why do we collect your information?

We collect your information for the purpose of advising and offering you a variety of career guidance and development services, including those that may lead to employment (CV Clearing House). In the unique case of the bookcareers.com salary survey, we collate and retain anonymous statistical data which we use to provide labour market information.

For users of our website and subscribers to our mailing list, we use tracking cookies and links for marketing and research purposes, so that we can deliver relevant content to you in future.

What information do we collect?

We collect personal details, including your name, address and contact details including email address. We may also collect and store other information and data which you supply including your

CV and any discussions we have, either via email or telephone or other form of communication. This may include salary data; details of interviews or job searches as well as which bookcareers services you are accessing or using.

We collect ethnicity data voluntarily and anonymously and separately from any other information purely to monitor ethnic inclusivity. We share this anonymous data across the industry to help shape future inclusivity policies. We do not use ethnicity for any other purpose.

We are committed to equal opportunities and do not discriminate on any grounds. We work with everyone regardless of

It is your decision whether you disclose any criminal convictions to us. If you decide to do so we will record this information only for the purpose of giving you accurate and timely career guidance.

What will we do with your personal information?

We use your personal data: -

To provide career guidance and other career or jobhunting services to you.

To maintain our relationship, where you are a user of our website, a client or an employer.

To enable you to subscribe for updates or apply for jobs via the CV Clearing House

To perform private searches for prospective employers; we do not pass on personal information without your prior agreement.

To gather anonymous statistical data about the publishing industry.

We may also contact you to seek further consent to collect, hold, use or disclose your personal information for purposes not listed above.

Inclusivity

We are committed to inclusivity at all levels and do not discriminate for any reason, in particular, but not contained to, age, disability, race, religion, gender and sexual orientation, marital or parental status, trade union membership.

Who will we share your personal information with?

We will always ask your permission before we disclose any personal information we are working with, in particular with The Book Trade Charity BTBS or any potential employer or recruitment organisation. This is so you can access sponsorship or discuss any type of work or employment opportunity.

Other third parties who may see your personal data are those who provide us with business services or third-party applications which allow us to process or organise your data via databases or cloud storage facilities. We do not openly share this data but from time to time an IT specialist may view your data to fix software, but not act or share your personal information. We also have a legal obligation to report all financial transactions to the relevant tax authorities.

The only time we may ever breach this policy is if there is a real and immediate threat to your life or the lives of people around you, where we may have to report this to the appropriate law enforcement authorities or supply information to them, in order to prevent such a loss of life.

How long do we hold your information for?

We have a clear data retention and destruction policy, depending on the services that you have accessed and the last date of contact with bookcareers.com. It is not our intention to hold on to your personal data for longer than is necessary to provide our services, however, career guidance is

a professional advisory skill and involves long-term commitment to your personal and professional development, and we tend to use last date of contact as a barometer. We are also required to keep legal, tax and accounting records.

In the interests of transparency, we have listed these below. Any services which are not accounted for in this list will be dealt with within the same time limits as a similar existing service.

The maximum length of time we will usually keep any data, except for ongoing client conversations, is currently 7-8 years for anything involving a financial transaction. This for legal, tax and accounting purposes and includes transactions involving sponsorship.

Destruction includes online destruction and shredding if a paper record has been kept.

Every document or written note which is no longer required in the bookcareers offices which may contain personal data or information, including any salary survey responses, is shredded on site.

5 days to boost/online courses	You can unsubscribe at any time. Anything involving a financial transaction 7 tax years
Careers Clinic (Telephone/Skype)	36 months from year of last contact for legal reasons, unless a continued contact/gone on to another service
Careers Clinic at London Book Fair	24 months
Clients	As financial transactions are involved client records are retained for 7 tax years.
CV Clearing House	Inactive accounts 36 months or you can delete yourself at any time. Anything involving a financial transaction 7 tax years.
Employability Consultations	Client records 36 months from year of last contact for legal reasons. As financial Transactions are involved, names are retained for 7 tax years.
Forum/bookcareers.com Live	You can unsubscribe or delete your account at any time. Anything involving a financial transaction 7 tax years
How to Job Search Course	Client records 36 months from year of last contact. As financial transactions are involved names are retained for 7 tax years.
Newsletter, marketing emails	You can unsubscribe at any time.
Online Enquiry Form	24 months unless continued contact
Salary Survey	Data is gathered anonymously; individual printed anonymous submissions are usually shredded within 18 months of the results being published. You can unsubscribe from emails at any time

Storing of your information

Any information provided to us or we have collected about you is stored on our secure servers. This includes your confidential information and we have in place protocols and procedures to safeguard all information. Any member of the bookcareers.com team who may from time to time see client information has signed a confidentiality agreement, trained only access the information they require and is aware of their responsibilities as regards this privacy policy.

Whilst we take every precaution to ensure that your data is secure, we cannot guarantee the security of any data transmitted to us. We use third party applications which allow us to process or organise your data via databases or cloud storage facilities, and whilst every application operates its own strict data and security policies, you communicate with us at your own risk.

Your rights

Our aim at all times is to be transparent about the data we hold about you. We have always given face to face clients copies of the notes we write about them and are happy to supply the information we hold on you at any time.

You have the right to request a copy of the information we hold about you

You have the right to amend or correct any records we hold about you

You have the right to be forgotten

You have the right to unsubscribe

In addition to this, you have rights that we may not have listed above, which comply with current GDPR policy such as data portability.

We will always comply with any request unless we cannot for legal reasons, and we will make this clear on responding to your request. We will respond to any reasonable data request within 4 calendar weeks.

IP Addresses and Cookies

We use cookies on the bookcareers.com website to analyse trends, monitor website use, track user movements and to gather demographic information about our user base as a whole. Cookies help personalise and maximise your use of our site, including storing user preferences, improving search results and ad selection, and tracking user trends. You can control your cookies at the browser level, but if you choose to disable cookies, it may limit your use of certain features or functions on our website or service.

We use the following types of cookies:

Security: These cookies allow us to secure access to your account.

Preference: These cookies are used to store your preferences like display of job search results.

Analytics: We track traffic patterns so we can identify popular content and potential problems.

Features: We track which jobs you search for, view, and apply to so we can show you more jobs like those. We also use cookies to split some users into test groups to test new features.

Advertising: We use non-identifiable information about you to show you advertising.

As a UK business, this policy is written under the laws of the legal system of England and Wales and complies with European GDPR policy.

If you have any questions or concerns about this Privacy Policy, please contact the Data Controller at online@bookcareers.com

Suzanne Collier

Data Controller

bookcareers.com

online@bookcareers.com

This policy was last reviewed in February 2019.

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