

TrinI.T. Talent Ltd is a trading name of Trin.I.T. Group Ltd (company number 12210577) and is dedicated to ensuring your privacy is maintained when you use any of its products, services or website. The following policy outlines the commitments and processes used to safeguard personal information and data collected or provided to the company. Congruently the protection of your privacy and the confidentiality of your personal information shared with TrinI.T. Talent is handled in accordance with the General Data Protection Regulations (“GDPR”) guidelines.

### **Data Collection & Use**

- TrinI.T. Talent may collect and use your personal information and data, including (but not limited to) name, email, contact details and a copy of your CV. This could be via the website, email, platforms where your data is publicly available such as job boards, social media or when connecting with TrinI.T. Talents’ on LinkedIn or such similar networking site.
- Additional information and data collected may also include your usage of TrinI.T. Talents’ website (e.g. your IP address, page scrolling, clicks), client and referee details as well as any links or materials to additional candidate information such as showreels, portfolios, articles etc.
- TrinI.T. Talent will collect and use personal information, and data, for legitimate business purposes only. The data and information will be held and used exclusively for the measures and time periods to fulfil these purposes and in event not longer than permitted under applicable laws (government, tax purposes and regulatory requirements)
- To the extent TrinI.T. Talent need to process any information or data it shall ensure this done in a secure manner and is retained and disclosed in accordance with applicable laws, regulations or in a performance and provision of TrinI.T. Talent recruitment services. (such an example would be: agreeing for your CV, portfolio or profile to be shared with suitable or potential clients or employers)
- TrinI.T. Talent will only use your data and information to fulfil its recruitment services for you. These include (but not limited to) identifying and connecting you with relevant vacancies and opportunities, sharing market industry related information as well as general updates. You have the option to opt out from this service at any time.
- Your information and data is only shared with clients and to opportunities with your consent. TrinI.T. Talent may need to provide your details to legitimate third parties (such as its financier partners) for verification or other recruitment purposes. We shall inform you of this requirement and endeavour to ensure such third parties have similar privacy policies as TrinI.T. Talent.
- TrinI.T. Talent may use the information and data regarding to your behaviours on its website to improve its services. This information is aggregated for analytical and statistical reporting. The information and data will not be shared or able to identify individual users.
- TrinI.T. Talent may also provide personal information and data to regulatory or law enforcement agencies if requested and may disclose your personal information and data if required in connection with any legal (or potential) proceedings in order to establish, exercise and defend its legal rights.

### **Data Storage and Accessibility**

- TrinI.T. Talent store in a secure manner your personal information and data that is collected or provided to the company. TrinI.T. Talent always undertakes measured precautions in order to prevent any intentional harm, misuse, alteration or loss of your information and data.
- Durations and periods of time to which your information and data is stored will always be reasonable and based on TrinI.T. Talent’ business relationship with yourself and our clients. This would include the circumstances to which TrinI.T. Talent is conducting its service. For example, as contractors or candidates TrinI.T. Talent are submitting for its clients’ roles, there would be the need to retain contact information coinciding with an introduction statement of your skills and/ or services (in the form of a short summary, CV, Portfolio etc.) for a period of 2 years after last point of contact.
- Where TrinI.T. Talent have a contractual relationship for your services, your information and data would typically be kept for the duration of the contract and for a reasonable period after the end point of the contractual services. Sensitive information and data (such as financial documentation, right to work information etc.) will typically be held for the duration of your contract and for a period

of 2 years after end point of the contractual services. TrinI.T. Talent may extend this period if required to do so to comply with a client's obligations or per applicable law.

- TrinI.T. Talent operates in accordance with GDPR and will ordinarily only store information and data relating to legal and financial (payments records, invoice details, etc.) for a period of up to 7 years. Certain circumstances may allow TrinI.T. Talent to hold the data for longer.
- TrinI.T. Talent' website uses cookies which are placed by software that operates on its servers, and by software operated by third parties whose services are used by TrinI.T. Talent in order for the website to provide a more personalised experience i.e. the information on data obtained on one web page is stored until it is needed for use on another web page.
- You have the right to request a copy of the information and data that TrinI.T. Talent have stored about you that you have supplied to us. TrinI.T. Talent may need more information about your request to help its response. TrinI.T. Talent may where legally permitted to do so, refuse your request.
- In accordance with GDPR, you may request TrinI.T. Talent to stop using your personal data or information however TrinI.T. Talent may not be able to or be required if in relation to deletion of your profile which also contains information about TrinI.T. Talent' clients or financial information, that is needed to be stored for a fixed period of time.

TrinI.T. Talent may update this Privacy Policy and advises to check this page frequently. For any clarification or requests on your information and data please contact [accounts@trinitalent.com](mailto:accounts@trinitalent.com)

*I would like to thank you for reading this Privacy Policy. The safeguarding and privacy of your information is of the highest importance to me and I strive for your experience and confidence with TrinI.T. Talent to be equally the same. Typically your CV and details would never be disclosed to roles or clients without your prior consent or trust. All your information and data is held purely for TrinI.T. Talent' recruitment services and stored for reasonable times to give you the best service. This and the safest conditions possible in your professional journey are always at the forefront of TrinI.T. Talent' actions.*

*Chris Aust, Craig Heapy & Jamie Thompson – Co-founders of TrinI.T. Talent*