

## **Privacy Policy**

### **Our commitment to your privacy**

At Hartley People we are committed to ensuring the privacy of your personal information. This includes information or opinions about you that we collect and record which are used to identify you. Hartley People will make every effort to ensure complete confidentiality and protection of personal information, but data transmitted over email or the internet is not 100% secure. As such, we cannot warrant or secure the information you transmit to us, the transfer is therefore sent at your own risk.

### **Types of personal information we collect**

Hartley People will only collect personal information that is relevant to the job that you are applying for or that you want us to use in finding you a future job. If you provide such information we understand you want us to use it for this purpose. Typically, this information includes an applicant's address, telephone number, date of birth, employment history, educational qualifications, work performance, bank account details, PPS number, skills test results and other information relating to your career. The right to privacy will be respected at all times by Hartley People.

There may be occasions when we obtain personal information about you from a third party; for example, from your nominated referees; when receiving the results of a psychological or competency test; or obtaining performance feedback about your work. This information will only be disclosed to relevant parties and the appropriate levels of privacy, confidentiality and trust will be maintained at all times.

If you ever have cause to question our adherence to our policy, we invite you to ring or contact any of the company directors on + 353 51 878813 or email Directors, Fergal Hartley on [fhartley@hartleypeople.com](mailto:fhartley@hartleypeople.com) or Róisín Hartley on [rhartley@hartleypeople.com](mailto:rhartley@hartleypeople.com)