



WEBSITE PRIVACY STATEMENT

CSS will collect the personal details provided to us on our website for the purposes of providing you with services and/or information. In providing such services and/or information to you we will only use your personal data in accordance with the terms of the following statement.

This statement sets out below:

1. How CSS collects your personally identifiable information through the website.
2. How CSS uses this information.
3. Who CSS may share the information with and for what purpose(s).
4. What choices are available to you regarding collection, use and distribution of your information.
5. The kind of security procedures that are in place to protect the loss, misuse or alteration of information collected through CSS's website
6. How you can correct any inaccuracies in the information collected through the website.

If you feel that this company is not abiding by its posted privacy policy, you should first email the CEO (linda.miller@csspeople.co.uk)

Information Collection and Use

CSS collects information from our users at several different points on our website. CSS is the sole owner of the information collected on this site. We will not sell, share, or rent this information to others.

Registration

We request information from you on our online registration forms. Here you must provide contact information and information regarding the type of work you are seeking and your skills, qualifications, and experience. This information is used to enable us to provide you with work-finding services. If we have trouble processing your application, this contact information is used to get in touch with you. CSS does not use this information for any other purpose.

Cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

The table below explains the cookies we use and why.

Cookie Name	Purpose	More Information
volcanic_saved_jobs_id	This is used to store some information for users before they register on the website.	These can then be logged on the users account when they do register.

volcanic_rumble_uid	This cookie name is associated with Volcanics CMS platform tracking. It is used to track and record the unique actions of each user on the website. The main purpose of this cookie is performance.	By default it has no expiry date.
user_logged_in:	This cookie name is associated with Volcanics CMS platform tracking. It is used to keep the user logged in if they leave the website and return. The main purpose of this cookie is performance.	By default it expires after the users session ends.
oliver_session:	This cookie name is associated with Volcanics CMS platform tracking. It is used to track the users session on the website for Analytics. The main purpose of this cookie is performance.	By default it expires after the users session ends.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.aboutcookies.org or www.allaboutcookies.org. [Please note that in a few cases some of our website features may not function if you remove cookies from your browser.]

Log Files

We use IP addresses to analyze trends, administer the site, track users’ movements, and to gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

Sharing

We may share aggregated demographic information with our clients. This is not linked to any personal information that can identify any individual person.

Overseas Transfers

CSS may transfer the information you provide to countries outside the European Economic Area (“EEA”) that do not have similar protections in place regarding your data and restrictions on its use as set out in this policy. However, we will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein. By submitting your information, you consent to these transfers for the purposes specified above.

Sale of business

If CSS’s business is sold or integrated with another business your details may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business.

Links

This website contains links to other external websites. Please be aware that CSS is not responsible for the privacy practices of such other sites. We encourage you to be aware of this when you leave our site and to read the privacy statements of each and

every website that collects personally identifiable information. This privacy statement applies solely to information collected by CSS's website.

Security

CSS takes every precaution to protect our users' information. Please also refer to QL-100 – Information Security Policy.

Only employees who need the information to perform a specific job (for example, our recruiters, accounts clerks or marketing assistants) are granted access to your information.

CSS uses all reasonable efforts to safeguard your personal information. However, you should be aware that the use of the Internet is not entirely secure and for this reason CSS cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the Internet.

If you have any questions about the security at our website, you can send an email to the CEO (linda.miller@csspeople.co.uk).

Correction/Updating Personal Information

If your personally identifiable information changes (such as address), we will endeavor to provide a way to correct, update or remove the personal data provided to us. This can usually be done by emailing the CEO (linda.miller@csspeople.co.uk)

Notification of Changes

If we decide to change our privacy policy, we will post those changes on our website so our users are always aware of what information we collect, how we use it, and under circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

Complaints or queries

CSS tries to meet the highest standards when collecting and using personal information. We take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading, or inappropriate. We would also welcome any suggestions for improving our procedures.

If you wish to complain about this policy or any of the procedures set out in it, please contact: CEO (linda.miller@csspeople.co.uk)



CEO – Linda Miller

23/02/2025

Dated