

Alexander Charles Associates (ACA) is totally committed to protect the information supplied by both employers and candidates.

We obtain your information when you register with ACA.

The personal information we collect includes your name, address, email, contact telephone numbers as supplied and your qualification and references.

Your Privacy Rights under the terms of the data protection act of which ACA is a member ensures your privacy rights are protected. Our ICO number is ZA190430

We may share your information with relevant third party sponsors and affiliates from time to time.

At any time you can opt out of ACA and have your information removed from our database by sending an email to [info@alexander-charles.co.uk](mailto:info@alexander-charles.co.uk)

We do not support or encourage affiliates or partners who we work with to contact you in an inappropriate or unprofessional manner.

To find out what information we have or if you wish to update this information in the first instance please send us an email to [info@alexander-charles.co.uk](mailto:info@alexander-charles.co.uk) or you can write to us at 33 St James's Square London SW1Y 4JH

Under the Data Protection act 1988, there may be a nominal charge for this information and any reply from ACA MUST take place within 5 weeks from receipt of your request. In practice we will normally reply within 7 days. Alexander Charles is registered

ACA cannot be held responsible to the privacy and the accuracy of any links provided on this website and it is therefore the sole responsibility of the viewer, user to thoroughly check the privacy statement of any site accessed from any link on this website prior to entering any personal information.

ACA reserves the right to contact you to ask if you are prepared to participate in a satisfaction questionnaire or to make comments about the services we provide.

ACA may be obliged to pass on your personal information as required by law, court order or other government authority as requested in the pursuance of any criminal investigation. Prior to passing on any such information the Directors of ACA will seek appropriate legal advice to protect both your privacy.

ACA monitors traffic to our website, which pages are viewed and how visitors navigate our site. This data is automatically recorded by the Visitors browsers and the use of cookies and your PC IP address and standard website statistics software as offered by website hosting companies. This information is only used for internal purposes of ACA as to enhance and make improvements to its website. This recording of general statistics does not include any personal information about you. We aim to provide a service of improvement which will include the use of some of this statistics so as to provide a service of enhancement which may require us to contact you to ask for your assistance and advice in how we may improve the overall performance of the website to give you more of what you want and less of what you don't.

## Changes to this statement

ACA reserves the right to update or alter this privacy statement at any time and will post its latest privacy statement online without further notification. It is the users sole responsibility to check the site to refresh your understanding of this privacy statement and its content.