

## **Excite Recruitment Terms and Conditions**

### **Terms of use**

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You are solely responsible for any information submitted by you to this site. You are responsible for ensuring that all information supplied by you is true, accurate, up-to-date and not misleading or likely to mislead or deceive and that it is not discriminatory, obscene, offensive, defamatory or otherwise illegal, unlawful or in breach of any applicable legislation, regulations, guidelines or codes of practice or the copyright, trade mark or other intellectual property rights of any person in any jurisdiction. You are also responsible for ensuring that all information, data and files are free of viruses or other routines or engines that may damage or interfere with any system or data prior to being submitted to this site. We reserve the right to remove any information supplied by you from the website at our sole discretion, at any time and for any reason without being required to give any explanation.

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### **Content Rights**

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### **Service availability**

We try to ensure continuous availability of the site and all the services available on it but accept no responsibility for the consequences of interruptions or delays, however caused. We may, additionally, alter the design and specification of the site at any time.

### **Limitation of liability**

We accept no liability for any loss (whether direct or indirect, for loss of business, revenue or profits, wasted expenditure, corruption or destruction of data or for any other indirect or consequential loss whatsoever) arising from your use of the site and we hereby exclude any such liability, whether in contract, tort (including for negligence) or otherwise. We hereby exclude all representations, warranties and conditions relating to this website and your use of it to the maximum extent permitted by law.

You agree to indemnify us and keep us indemnified against all costs, expenses, claims, losses, liabilities or proceedings arising from use or misuse by you of this site.

You must notify us immediately if anyone makes or threatens to make any claim against you relating to your use of this site.

## Governing law

These terms and conditions shall be interpreted in accordance with English law and all disputes shall be decided by the English courts

## Data Protection and Privacy Policy

**Excite Recruitment's** online service is committed to protecting the privacy of our users. We want to provide a safe and secure user experience. We will ensure that the information you submit to us via our website at [www.ExciteRecruitment.com](http://www.ExciteRecruitment.com) or directly to one of our consultants remains private, and is only used for the purposes set out in this policy.

## The Information We Collect and How We Use It

Your personal details, including your name, e-mail address and CV, are held and used by us for the purpose of matching your details with job vacancies, to assist us in finding you the position that most suits you.

## Disclosures of your information

We will share your information within the **Excite Recruitment** where necessary in order to provide you with our recruitment services.

Your CV and related information will be sent to prospective employers but only where you give your consent. Such employers may be located both inside and outside the European Economic Area. We may also release information relating to you to regulatory or law enforcement authorities, if required to do so.

## Curriculum vitae ('CV') / Resume

We give you the option of submitting your CV / Resume via this website. You can do this either to apply for a specific advertised job or for consideration by our recruitment consultants for positions as they come up. Although your CV will be stored by us, it will only be accessible by **Excite Recruitment** consultants. Your CV will also be e-mailed directly to our recruitment consultants who review your details and enter them onto our central in-house database. This database, including the information relating to you, can be accessed by any of our recruitment consultants working in other offices of **Excite Recruitment**.

## Changes to our Privacy Policy

This privacy policy may be changed by **Excite Recruitment** at any time. If we change our privacy policy in the future, we will set out those changes here, so that you will always know what personal information we gather, the purposes we might use it for and to whom we might disclose it.

## Access

You have the right at any time to ask us for a copy of the information supplied by you that we hold. We have the right to charge an administrative fee for this service. If you would like to make a request for information, please contact [Russ@ExciteRecruitment.com](mailto:Russ@ExciteRecruitment.com). You also have the right to ask **Excite Recruitment** to stop using your information at any time.

## Excite Recruitment Contact Details

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