

Privacy Policy

Introduction:

As sole owner of all information collected on this website, Gabriel & James are committed to protecting your privacy and providing a safe and secure user experience. The following information statement summarizes our website policy regarding the collection, use and transfer of your personal data, the security measures Gabriel & James employs to protect such data and your right to access.

Please read this Privacy Policy carefully to understand how your personal information will be treated. By using our website (<http://www.gabrielandjames.co.uk> or www.gabrielandjames.com) and passing on any personal information to us, you will be deemed to have read and accepted this Privacy Policy.

The Information We Collect:

Gabriel & James is an executive search and human capital provider, we collect a variety of personal data necessary to provide such services in a proprietary and highly confidential database accessible only to Gabriel & James. Categories of personally identifiable data may include: career history, education history, professional experience, resume/CV and contact information.

By choosing to enter your personal information on this website, you indicate your willingness to disclose this information to Gabriel & James and to be considered, when appropriate, for one of Gabriel & James's confidential executive searches or for job matching with a client vacancy. If you do not wish to disclose your personal information, Gabriel & James will be unable to provide you the services offered by this website, since employment, educational and other personal information is necessary for us to provide a professional assessment of employment opportunities available to you.

It is not the policy of Gabriel & James to seek any sensitive information through our websites unless legally required for recruitment purposes. Sensitive information includes data relating to race or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health, sexual life, or criminal record. We suggest that you do not provide sensitive information of this nature. If you do wish to provide sensitive information for any reason, Gabriel & James accepts your explicit consent to use that information in the ways described in this Privacy Policy or as described at the point where you choose to disclose.

How We Use and Disclose Personally Identifying Information:

In order to present you as a potential candidate to potential employers (Gabriel & James clients), your personal information may be shared with clients and/or transferred between Gabriel & James worldwide affiliates, subsidiaries and licensees (Gabriel & James licensees are only associated with Gabriel & James and are not affiliated with any other search or human capital provider). All Gabriel & James entities are committed to implementing the appropriate data integrity and security measures required of the country in which it resides in order to protect your information.

By choosing to enter your personal information on this website you indicate your willingness to share and have your information transferred between the Gabriel & James worldwide affiliates, subsidiaries and licensees and to be considered, when appropriate, for one of Gabriel & James's confidential executive searches or for job matching with a client vacancy. If you object to your information being shared and transferred in such manner or if you do not wish to participate in this service and benefit from the professional career searches that Gabriel & James provides, please do not enter your personal information into the website.

Your personal information is used only for the intended purposes stated at the time of collection. Gabriel & James does not sell or share your personal information for related or unrelated purposes to non-licensee third parties, unless otherwise stated at the time of collection or required by law. If at any time we decide to use personal data in a manner different from that stated as the time it was collected, we will notify you and give you a choice as to whether or not we use your information in this different manner. No notification and choice will be sought, however, if Gabriel & James is compelled or required by applicable law, statute, regulation, ordinance or court order to disclose personal data.

We reserve the right to disclose the information we have collected about you to our professional advisors and other persons to the extent that Gabriel & James may contract-out any aspect of the operation of its services. These third parties will be acting under similar undertakings of confidentiality to that of Gabriel & James.

How We Use and Disclose Non-Personally Identifying Information:

Your personal information may also be used anonymously and in the aggregate in order to put together industry, marketing and employment statistics. Used in this matter, your personal information becomes non-identifying. Gabriel & James also monitors IP addresses for security purposes, trend analysis, website administration, user movement tracking and broad demographic information gathering for aggregate use. The IP address of the computer you use to access either www.gabrielandjames.co.uk or www.gabrielandjames.com is not linked to any personal information you provide on the website.

We reserve the right to publish statistical, non-personally identifying data on Gabriel & James websites. We also reserve the right to pass on these statistics to potential advertisers or other bodies to display estimated numbers of users, typical ages and locations of users. This information assists us in developing the most valuable service for our users.

Information Security and Integrity:

To prevent unauthorized access, maintain accuracy of data and ensure proper use of information, Gabriel & James has put in place appropriate physical, electronic and managerial security procedures to safeguard all information collected online. All sections of our website in which personal information is submitted or exchanged employ industry-standard SSL encryption. Although your details may be stored online, it will only be accessible by Gabriel & James, the information we hold about you, can be accessed by any member of our staff working in any of our offices or via secure remote networking from any location both inside and outside of the UK.

We will not process personal information in a way that is incompatible with what is outlined in the Privacy Statement, and will use our best efforts to ensure that data is accurate, complete, current and reliable for its intended use.

We also will use our best efforts to protect your information from loss, misuse, unauthorized access, disclosure, alteration and destruction.

You can update your details at any time you wish by following the same procedure used to submit your original resume. Your old resume will automatically be updated on our system.

Access to Information:

We will shortly updating the way you access the personal information you provide to Gabriel & James to provide a safer user experience. Once testing is completed you will be able to access your own personal information at any time with a User ID and Password. If you forget your password or think that it has been changed, you may elect to receive a password reminder. This reminder will be sent to the e-mail address you used when you first registered at the website. To learn how to receive a reminder e-mail, visit our help page.

When launched, if the information you provided the website changes or needs to be amended, please log-in and follow the on-screen instructions for viewing and editing your profile. For a more detailed description as to how to access your profile and make changes to your personal information, please visit our help page.

If you need further assistance accessing, updating, correcting or removing your personal information, or if you no longer desire our services, please e-mail Gabriel & James at admin@gabrielandjames.com.

Gabriel & James reserve the right to change User IDs and Passwords at any time to protect the security of its websites. Additionally, Gabriel & James retains the right to revise your submitted data only to comply with its normal formatting and categorization practices, including but not limited to slight alterations of company listings. Should you have any issues or not agree with the revised data, please contact [Gabriel & James](#).

Data Protection Act:

All information provided to us is 'personal data' under the Data Protection Act. When processing your data we follow the principles and guidelines as set out in the Data Protection Act under English Law.

Newsletter, Website/Service Updates, Surveys and Contests:

Gabriel & James may offer newsletters to registered and unregistered users of the website via e-mail. If you wish to unsubscribe from a newsletter, please follow the directions at the bottom of the newsletter to be removed from the distribution list.

Gabriel & James may periodically send you website update information and service announcement updates via e-mail. Because these announcements contain important information about Gabriel & James service, as long as you remain a registered user, you will not be able to unsubscribe from these announcements. From time-to-time, the website requests information from you via surveys or contests. Participation in these surveys or contests is your choice and is completely voluntary as to whether to disclose information. Information requested may include contact information and demographic information. Contact information will be used to notify and award winners. Survey information will be used for purposes of monitoring, improving or enhancing the use and satisfaction of the website.

Links:

Please be aware that this website may contain links to third-party websites. This Privacy Policy applies solely to information collected by this website. This Privacy Policy does not apply to, nor is Gabriel & James responsible for, any content, privacy practices, or conduct of such websites. We encourage users to be aware when they leave our website and to read the privacy policies of each and every website, including those that collect personally identifiable information.

Cookies:

Cookies are packets of information that are stored on your computer's hard drive. At www.gabrielandjames.co.uk and www.gabrielandjames.com, cookies allow us to keep track of the areas of the website you visit and thereby offer you easy access to the information you find most relevant. They will in the future also allow us to greet you by name when you visit and to remember that you have already registered. No secure information or information about your personal identity is ever contained within our cookies. Your web browser is most likely set to automatically accept cookies, but you can consult your browser help file if you wish to change these settings. If you elect not to receive cookies, registered users will not be able to view a personalized home page and will view the default homepage instead.

Changes to the Privacy Policy:

This privacy policy may be changed by Gabriel & James at any time and without notice. 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.

Nothing contained in this Privacy Policy is intended to create a contract or agreement between Gabriel & James and any user visiting the website or providing identifying information in any form. If, at any time, you have questions or concerns about the Gabriel & James online privacy commitment, please feel free to e-mail us at admin@gabrielandjames.com.