



Privacy Policy 1st November 2008

At Recruitment Industry Benchmarking Limited ("**RIB**") we understand that your privacy is important to you. This Policy applies to all of the services offered by RIB on or via www.ribindex.com.

RIB adheres to the Data Protection Act 1998 (the "**Act**").

If you have any questions about this Policy, please contact us through our website or contact us at:- Crawford Walker, Data Protection Officer, Recruitment Industry Benchmarking Ltd, 9 Sandringham Avenue, Wimbledon Chase, London, SW20 8JY or e:mail us at crawfurd@ribindex.com

1. Personal Information: how we collect and use it

1.1 We operate an online platform which provides the recruitment industry with benchmarking data and reports using our proprietary software (the "**Service**"). Depending on the circumstances we may collect the following types of information:

- (a) Information you provide - When you sign up for an account or other RIB service or promotion that requires registration, we ask you for personal information (such as your name, email address and an account password). We may use it and combine this information with information from other RIB services or third parties to provide you with a better experience and to improve our services. We may also use this information for marketing and promotional purposes relating to our services and those of our affiliated third parties. For certain services, we may give you the opportunity to opt out of combining such information.
- (b) RIB cookies - When you visit RIB, we may use "cookies" to enable you to sign back in to RIB's services quickly and easily and to help personalise your online experience. A cookie is a small text file that is placed on your hard disk by a web page server. Cookies contain information that we can read when you revisit us. Cookies cannot be used to run programs or deliver viruses to your computer. You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser to decline cookies. If you choose to decline cookies, you may not be able to take advantage of some RIB features that may depend on cookies.
- (c) User communications - When you send email or other communication to RIB, we may retain those communications in order to process your enquiries and to improve our services.
- (d) Links - RIB may present links to third party websites. These other sites may handle your personal information differently.

2. Choices for personal information

- 2.1 If we use your personal information for a different purpose than that for which it was collected, we will ask for your consent.
- 2.2 We will not collect or use sensitive personal information unless we have obtained your specific consent.
- 2.3 You can decline to submit personal information to us or require us to cease processing it but in that case RIB may not be able to provide its services to you.



3. Information sharing

- 3.1 RIB only shares personal information with third party companies or individuals in the following circumstances:
- (a) with your consent.
 - (b) where such information is provided to our subsidiaries, affiliated companies or other trusted businesses or persons for processing on our behalf, and only where they agree to process it in accordance with our instructions and the Act.
 - (c) where we believe in good faith that the processing of such information is necessary to (a) comply with law, regulation or governmental request, (b) enforce our terms and conditions of use, including the investigation of potential violations of those terms and conditions, or (c) deal with fraud, security or technical issues, or (d) enable RIB to provide its services.
- 3.2 If RIB becomes involved in a merger or acquisition, we will notify you before personal information is transferred.

4. Information security

We take appropriate security measures to protect against unauthorised access, alteration, disclosure or destruction of personal information. These include reviews of our information collection, storage and processing practices as well as physical security measures. We restrict access to personal information to only those RIB employees, contractors and agents who need it.

5. Data integrity

We take reasonable steps to ensure that the personal information we process is accurate, but we depend on our users to update their personal information whenever necessary.

6. Accessing and updating personal information

When you use RIB services, we will provide you with access to your personal information to update it if it is inaccurate. We will delete your personal information when it is no longer required.

7. Changes to this policy

Please note that this Privacy Policy may change from time to time. Each version of this Policy will be identified at the top of the page by its effective date.

8. Fair Processing Information

- 8.1 The data controller is Recruitment Industry Benchmarking Limited of 9 Sandringham Avenue, Wimbledon Chase, London, SW20 8JY.
- 8.2 RIB has not nominated a representative for the purpose of the Act.
- 8.3 The purpose(s) for which the data is to be processed are as set out above.
- 8.4 We provide above comprehensive information as to how personal information will be processed.