

Privacy Policy

Internet Privacy Policy & Terms and Conditions

Here are our Internet Privacy Policy & Terms and Conditions. We want to make sure you are happy with our service whilst making you aware of how seriously we take our responsibilities over the data and information you share with us.

Data Policy, Use of Website and Business Terms and Conditions

Your use of our web site is subject to the following policies and terms, which you are deemed to accept each time you use the web site.

Data Policy

Giraffe CVs is committed to the privacy of all our customers. All client information is collected and processed in accordance with the UK's data protection legislation.

Giraffe CVs is registered under the Data Protection Act 1998. As such your data is processed in line with the eight data protection principles which outline that data shall be:

1. fairly and lawfully processed;
2. processed for limited purposes;
3. adequate, relevant and not excessive;
4. accurate;
5. not kept longer than necessary;
6. processed in accordance with the data subjects' rights;
7. secure; and
8. not transferred to countries outside the EEA without adequate protection.

Collection of personal information

The only information we collect about you is the information that you supply to us yourself through enquiry, existing CVs, LinkedIn profiles, publicly available data, registration forms and email correspondence. Such information will be treated in accordance with the Data Protection Act 1998.

Use of personal information

Personal information will only be collected and stored for the purposes of reviewing your CV, writing your new CV, covering letter, LinkedIn profile, or supporting document.

From time to time we will send emails to you offering further information about our CV writing services. You have the opportunity to unsubscribe from these emails by clicking the unsubscribe link on the email or by emailing enquiries@giraffecvs.co.uk with the heading Unsubscribe.

We will never spam you or sell your email address to anyone.

Agreement to our Privacy Policy

By submitting personal related data to us you agree to be bound by our privacy policy and agree that Giraffe CVs may disclose information about you as set out in our privacy policy.

Requesting a copy of the information we store

You can request a copy of the information we hold about you and revoke your consent to our use of your information for the above listed purposes at any time by contacting us at enquiries@giraffecvs.co.uk

Use of Cookies

giraffecvs.co.uk uses one template cookie (the filename starts with “wfv_t_” followed by a number unique to the user). This cookie is essential for the correct functioning of the website and in particular plays a role in the account management processes of the site which allow access to all available functionality to registered users. The cookie will also play a role in the speed of the site and image loading times, by enabling the caching of certain content.

The website also uses cookies to support Google analytics functionality (filenames starting with “_utma”, “_utmb”, “_utmc”, “_utmz”, “_utmv”). These

are standard, very common, tools that allow website owners to measure how users interact with website content. These are important to help us continually improve our site and determine how to offer the best user experience.

Secure Payments

Our site uses PayPal to process payments, ensuring your payment information is both safe and secure. In using these trusted and secure payment mechanisms, Giraffe CVs do not store credit card details nor do we share customer details with any third parties.

How we store data

Giraffe CVs have robust security measures in place to strive to protect against loss, misuse and alteration of your user data under our control. Whilst we cannot guarantee that loss, misuse or alteration to data will not occur, Giraffe CVs make every effort to guard against any such occurrences.

We take active steps to protect against viruses, spyware, and other malware.

How we back up data

All data we store is backed up automatically and stored securely offsite. Files are encrypted before they leave our computers with the same encryption technology used in online banking. They are then stored in a state-of-the-art data centre which is guarded 24 hours a day, 7 days a week.

How we send data

Security of information transmitted over the internet cannot be assured, therefore at your request we can password protect files before sending them to you via email, with passwords communicated by text message or verbally by telephone.

Changes

Any changes to this privacy policy will be communicated promptly on this page.