



PRIVACY POLICY

Our contact details.

Name: Meaningful Careers Ltd

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Cambridge
United Kingdom
CB23 3LQ

Phone Number: +44 7784 376 427

E-mail: info@meaningfulcareers.co.uk

Website: www.meaningfulcareers.co.uk



1. THE TYPE OF PERSONAL INFORMATION WE COLLECT.

We currently collect and process the following information:

- a) **Basic identification information:** This includes name, address, date of birth, nationality, and other similar data that directly identifies an individual.
- b) **Contact details:** Phone numbers, email addresses, and other contact information that allows communication with an individual.
- c) **Racial or ethnic data:** Information regarding an individual's racial or ethnic origin.
- d) **Sexual orientation or sexual life:** Information concerning an individual's sexual orientation or sexual activities.
- e) **Online identifiers:** IP addresses, cookies, device IDs, and other online identifiers that can indirectly identify an individual.
- f) **Social media profiles:** Information derived from an individual's social media activities and profiles.

2. HOW WE GET THE PERSONAL INFORMATION AND WHY WE HAVE IT

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- a) **User Registration:** When individuals create an account on our website, they voluntarily provide us with personal information such as their name, email address, contact details, and professional qualifications. This information enables us to establish and maintain their account, communicate with them, and offer relevant job opportunities.
- b) **Job Applications:** When individuals apply for a job through our platform, they provide us with their resume, cover letter, and additional documents containing personal and professional details. This information is necessary for evaluating their qualifications and suitability for the specific job position.
- c) **Job Alerts and Notifications:** Users may opt to receive job alerts and notifications based on their specified preferences and criteria. To deliver these personalized alerts, we may collect information such as their preferred job categories, location, and desired salary range.
- d) **Cookies and Analytics:** Like many websites, we use cookies and similar technologies to collect certain information automatically. This includes IP addresses, device information, and browsing behaviour. These data help us improve our website's functionality, user experience, and provide personalized content.
- e) **Third-Party Sources:** We may obtain personal information from external sources, such as professional networking platforms or public profiles, when individuals choose to link or import their data to our website. This allows us to verify and enrich their profile information for better matching and recruitment purposes.
- f) **Enquiries and other service requests:** We may obtain personal information through our online forms' contact details which you may provide when you send direct requests to us.



3. WE USE THE INFORMATION THAT YOU HAVE GIVEN US TO:

- a) **Recruitment and Job Matching:** The personal information we collect enables us to assess candidates' qualifications, skills, and experience, and match them with suitable job opportunities. This facilitates the recruitment process for both employers and candidates.
- b) **Communication and Updates:** We use personal information to communicate with our users regarding job applications, interview schedules, and other relevant updates. This ensures a smooth and efficient recruitment experience.
- c) **Personalization and Job Recommendations:** With the collected personal information, we can provide tailored job recommendations, relevant content, and personalized features to enhance the user experience and increase the chances of finding suitable employment.
- d) **Legal and Compliance Obligations:** In some cases, we may be required by law or regulatory obligations to collect and retain certain personal information, such as for record-keeping and verification purposes.

4. WE MAY SHARE THIS INFORMATION WITH:

At Meaningful Careers Ltd, we understand the importance of safeguarding personal information and respecting our users' privacy. We do not share personal information indiscriminately, but there are certain circumstances where sharing may be necessary to facilitate the recruitment process and provide our services. We may share personal information with the following parties:

- a) **Employers and Hiring Companies:** To connect job seekers with relevant employment opportunities, we may share their personal information, such as their resume, cover letter, and application details, with the respective employers or hiring companies. This allows them to evaluate candidates and make informed recruitment decisions.
- b) **Third-Party Service Providers:** We may engage trusted third-party service providers who assist us in delivering our recruitment services effectively. These service providers may include hosting providers, data storage providers, IT support services, or background verification agencies. We



ensure that these providers adhere to strict data protection standards and use personal information only for the agreed-upon purposes.

- c) **Partner Job Boards or Platforms:** To expand the reach of job listings and increase opportunities for job seekers, we may partner with other job boards or platforms. In such cases, personal information may be shared with these partners for the purpose of job distribution and candidate matching.
- d) **Authorised Personnel:** Within Meaningful Careers Ltd, access to personal information is restricted to authorised personnel who need to handle and process this data as part of their job responsibilities. These individuals are bound by confidentiality obligations and are trained in data protection practices.
- e) **Legal and Compliance Requirements:** We may be required to share personal information in response to lawful requests, court orders, or legal processes. We may also share information when we believe it is necessary to protect the rights, property, or safety of our users, ourselves, or others.
- f) **Consent or User Direction:** We will seek explicit consent or follow the instructions of our users regarding the sharing of their personal information. For example, if a user chooses to apply for a job through our website, they are aware that their information will be shared with the respective employer.

It's important to note that we do not sell personal information to third parties for marketing or other purposes without explicit consent. We take appropriate measures to ensure that any sharing of personal information is done in compliance with applicable laws and regulations.

We maintain strict confidentiality and security protocols to protect personal information during any sharing process. Our agreements with third parties include provisions that safeguard the privacy and security of personal data.

We encourage users to review our privacy policy to understand how we handle personal information and the controls they have over their data.



If you have any specific concerns or questions about the sharing of personal information, please don't hesitate to contact us for further assistance."

5. OUR LEGAL BASES FOR PROCESS THIS INFORMATION

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- a) Your consent. You are able to remove your consent at any time. You can do this by contacting info@meaningfulcareers.co.uk
- b) We have a contractual obligation.
- c) We have a legal obligation.
- d) We have a legitimate interest.



6. HOW WE STORE YOUR PERSONAL INFORMATION

Your information is securely stored. At Meaningful Careers Ltd we understand the importance of data retention and privacy. We strive to retain personal information for only as long as necessary to fulfil the purposes for which it was collected and to comply with legal obligations. The specific retention periods may vary depending on the type of personal information we hold. Here is an overview:

- a) **User Registration Information:** The personal information provided during user registration, such as name, email address, and contact details, is retained for as long as the user maintains an active account with us. If a user decides to delete their account, their personal information is deleted promptly, subject to any legal requirements or legitimate business interests that may require us to retain certain data for a longer period.
- b) **Job Application Data:** Personal information included in job applications, such as resumes, cover letters, and supporting documents, is retained for the duration of the recruitment process and for a reasonable period afterward. This allows us to address any inquiries, verify application history, and consider applicants for future relevant opportunities. We regularly review and securely delete job application data that is no longer needed.
- c) **Job Alert Preferences:** If a user has opted to receive job alerts and notifications, we retain their preferences for the duration of their subscription. Users can update or unsubscribe from these alerts at any time through their account settings.
- d) **Analytics and Log Data:** We may collect and retain certain analytics and log data, such as IP addresses, device information, and browsing behaviour, for a limited period. This information helps us analyse website performance, improve our services, and ensure the security of our platform. We retain this data in accordance with applicable legal requirements and industry standards.

7. DATA DISPOSAL PROCESS

We are committed to securely and permanently disposing of personal information when it is no longer needed. Our data disposal process includes the following measures:

- a) **Deletion:** Personal information that is no longer required, such as expired job applications or outdated user accounts, is securely deleted from our systems. This process ensures that the data cannot be recovered or accessed by unauthorized individuals.
- b) **Anonymisation:** In some cases, we may choose to anonymise personal data rather than deleting it entirely. Anonymisation involves removing identifiable elements from the data, rendering it irreversibly anonymous. Anonymised data is then retained for statistical or analytical purposes.
- c) **Technical and Organisational Security Measures:** We employ industry-standard security measures to protect personal information during the disposal process. This includes encryption, secure deletion algorithms, and access controls to prevent unauthorised access or accidental loss.

We regularly review and update our data retention and disposal practices to align with legal requirements and best practices in the industry.

If you have any specific questions about our data retention periods or the disposal of personal information, please contact our privacy team, as outlined in our privacy policy. We are committed to addressing any concerns and ensuring the privacy and security of our users' data."

8. YOUR DATA PROTECTION RIGHTS

Under data protection law, you have rights including:

- a) **Your right of access** - You have the right to ask us for copies of your personal information.



- b) **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- c) **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- d) **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- e) **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- f) **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@meaningfulcareers.co.uk if you wish to make a request.



9. HOW TO COMPLAIN

If you have any concerns about our use of your personal information, you can make a complaint to us at info@meaningfulcareers.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>