



## **Kyp Plc online recruitment data protection policy**

Kyp Plc uses the information collected through the online recruitment website to consider any application that you make for any particular job with Kyp and also for statistical purposes. In considering your application we may also obtain information from third party sources, including any referees that you specify, educational institutions and publicly available sources. We will also hold your details on file and contact you if potentially suitable jobs become available in the future.

If you give us information about other individuals - for example, referees - or are providing information about applicants to us in your capacity as a recruitment agency, you should first make sure that they know that you might disclose information about them (either specifically to us or, at least, to potential employers). If you are a recruitment agency, in particular, you should make sure that all of the information in this statement is passed to the applicant.

If at any stage you wish to withdraw an application or do not wish us to contact you in relation to future employment opportunities, please let us know by sending an email to [info@kyp.com](mailto:info@kyp.com)

We may continue to hold information about you and your applications after any application process is complete, in case we need to consult it in the future if you make another application or become a Kyp employee, if a dispute arises about an application that you have made or in order to contact you if potentially suitable jobs become available in the future. We will delete or anonymise your information when we no longer need it although we may continue to hold purely statistical information which does not identify you in particular.

In order to consider any application that you make for a vacancy at Kyp, we rely on your agreement, provided through your consent to this privacy statement, to allow Kyp to transfer your personal information to Kyp offices worldwide and to third party service providers assisting us with the hosting of the website. If you are located in a jurisdiction within the European Economic Area, these disclosures may involve transfer of information about you to jurisdictions outside the EEA, which may not have data privacy laws as stringent as those in your own jurisdiction.

Apart from this, we will not disclose information about you except where necessary in considering your application. For example, when we contact a referee we will disclose the fact that you have made an application to us or where we are required by law to disclose information. Notwithstanding the above, Kyp's collection, use, disclosure and transfer of personal information collected in connection with our online recruitment website is further subject to our general website [privacy](#).