



GDPR Compliance Statement

4exMilitary Jobs Ltd trading as “4exMilitary” and “4exMilitaryDirect” is committed to high standards of information security, privacy and transparency. We place a high priority on protecting and managing data in accordance with accepted standards. We have demonstrated our commitment by adhering to the current UK Data Protection policy and have revised our own internal policies in order to meet the requirements of the GDPR.

“4exMilitary” are dedicated to safeguarding the personal information under our remit and in developing a data protection regime that is effective, fit for purpose and demonstrates an understanding of, and appreciation for the new Regulation. Our preparation and objectives for GDPR compliance are summarised in this statement and include the development and implementation of new data protection roles, policies, procedures, controls and measures to ensure maximum and ongoing compliance.

On **28th April 2018** and **30th April 2018** we e mailed the whole of our Member (Candidate) database advising them of changes to our Privacy Policy and the need for them to update their communication preferences with us .

Personal Data Protection: “4exMilitary” have always honoured our right to Clients, Suppliers, Candidates and Staff’s privacy and protection. 4exMilitary Jobs Ltd have never and will not sell, trade or rent any personal information to others. We will never use any personal information for any use beyond that stated or the permissions given to us.

As such, “4exMilitary” will be gathering data on Organisations, Suppliers and Candidates and only information that is essential for us to perform our business services i.e that of a professional recruitment consultancy and job board providing work finding services. We have no need to gather any information relating to an individual; except to contact them in relation to business matters and or providing work finding services.

Subject Access Request, Data Retention & Erasure: “4exMilitary” respects the right of individuals to be forgotten and their contact information can be viewed, amended and removed at their request. The information will be retained for no longer than is absolutely necessary. If, in the unlikely event that an individual or Company wishes to raise a complaint they can contact our Data Protection Officer, Anita Searle

Data Breaches: our breach procedures ensure that we have safeguards and measures in place to identify, assess, investigate and report any personal data breach at the earliest possible time. Our procedures are robust and have been disseminated to all employees, making them aware of the reporting lines and steps to follow.

International Data Transfers & Third-Party Disclosures: Our services and data are securely stored within the UK. Only the personal data of Candidates applying for roles with Clients based outside the EEA will be transmitted outside the EEA. We may share limited data with carefully selected third parties, only when specifically needed to perform our services.

A handwritten signature in black ink, appearing to read "David Beale", is written over a thin horizontal line.

Signed On behalf of 4exMilitary Jobs Ltd:

Date: 29th April 2018

Date for next review: 25th May 2019 or earlier if required