

## Privacy Policy & Cookies

### Cookies:

A cookie is a piece of data stored on the user's hard drive containing information about the user. Usage of a cookie is in no way linked to any personally identifiable information while on our site. Once the user closes their browser, the cookie simply terminates. For instance, by setting a cookie on our site, the user would not have to log in a password more than once, thereby saving time while on our site. If a user rejects the cookie, they may still use our site.

### Log Files:

We use IP addresses to analyse trends, administer the site, track user's movement, and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

### Surveys and Feedback:

From time-to-time our site requests information from users via surveys or feedback forms. Participation in these surveys or user feedback is completely voluntary and the user therefore has a choice whether or not to disclose this information. Information requested may include satisfaction information (such as name, company, use of the product and your views on the product), and demographic information (such as post code, age bracket). Feedback information may be published on the site as a review. Survey information will be used for purposes of monitoring or improving the use and satisfaction of this site.

### Security:

This website takes every precaution to protect our users' information. When users submit sensitive information via the website, your information is protected both online and off-line.

We do not ask for sensitive information such as credit card numbers online.

We do everything in our power to protect user-information off-line. All of our users' information, not just the sensitive information mentioned above, is restricted in our offices. Only employees who need the information to perform a specific job (for example, billing or customer services) are granted access to personally identifiable information.

If you have any questions about the security at our website, you can contact us.

Lighthouse Placements do not share any information we receive from this website with any 3rd party sources.

### Data:

To ensure we are able to keep our candidates up to date with opportunities, we will hold candidate details on file unless we are asked by the candidate not to file their details. We will also keep email addresses of companies we contact on file, should you wish us to not keep these on file, please let us know. All our files are kept on password protected cloud storage.

### Notification of Changes:

If we decide to change our privacy policy, we will post those changes on this page so our users are always aware of what information we collect, how we use it, and under circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.