

# **Liberatus Corporation Limited**

## **Privacy Policy**

Liberatus Corporation Limited ("Company", "we", "us", or "our") is committed to protecting the privacy and security of your personal information. This Privacy Policy describes how we collect, use, disclose, and safeguard your information when you interact with us in the course of temporary employment services, including through our website, mobile applications, or any other method of communication.

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## **1. Information We Collect**

We collect personal data from both job seekers (candidates) and client companies in order to provide temporary staffing services.

### **A. Information from Job Seekers**

- Full name, date of birth, and contact details (email, phone number, address)
- Resume/CV and cover letter
- Employment history and references
- Skills, qualifications, and certifications
- Government-issued ID (e.g., driver's license, passport)
- Social Security Number or Tax Identification Number (for payroll and compliance)
- Background check and drug screening results (if applicable)
- Bank account details (for payment processing)
- Work eligibility status and visa information

### **B. Information from Client Companies**

- Company name and contact information
- Job descriptions and required qualifications
- Billing and payment information
- Contact persons within the company

### **C. Automatically Collected Data**

- IP address
  - Device type and browser
  - Usage data on our website (e.g., cookies, page views)
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## **2. How We Use Your Information**

We use the information collected for the following purposes:

- To match candidates with suitable temporary job opportunities

- To perform background checks and verify employment eligibility
  - To contact candidates and clients about job opportunities or services
  - To process payroll and manage employment benefits
  - To comply with legal and regulatory requirements
  - To improve our services and website performance
  - For internal business analytics and reporting
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### 3. Sharing Your Information

We may share your information with the following parties, only as necessary:

- **Client Companies** seeking temporary staffing
- **Third-party service providers** (e.g., payroll processors, background check services)
- **Regulatory authorities** to comply with legal obligations
- **Legal counsel or law enforcement**, if required by law or for dispute resolution

We do not sell or rent your personal information to third parties.

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### 4. Data Retention

We retain personal data only as long as necessary to fulfil the purposes outlined in this policy or as required by law. This includes employment records, tax documentation, and communications.

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### 5. Data Security

We implement appropriate technical and organizational measures to protect your personal data, including:

- Secure servers and encrypted storage
- Access controls and employee training
- Regular monitoring and vulnerability assessments

However, no system is completely secure, and we cannot guarantee absolute security.

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### 6. Your Rights

Depending on your location and applicable privacy laws, you may have the right to:

- Access or request a copy of your personal data

- Correct inaccurate or outdated information
- Request deletion of your data
- Object to or restrict processing
- Withdraw consent (where applicable)

To exercise your rights, please contact us at the email listed below.

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## 7. Cookies and Tracking Technologies

Our website may use cookies and similar technologies to enhance user experience and analyse website usage. You can manage cookie preferences through your browser settings.

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## 8. Children's Privacy

Our services are not intended for individuals under the age of 18. We do not knowingly collect personal information from minors.

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## 9. International Data Transfers

If you are accessing our services from outside the United Kingdom, please note that your information may be transferred to and processed in countries where our servers or service providers are located.

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## 10. Changes to This Privacy Policy

We may update this policy from time to time. When we do, we will revise the "Last Updated" date at the top. We encourage you to review this policy regularly.

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## 11. Contact Us

If you have questions or concerns about this Privacy Policy or our data practices, please contact us:

**Liberatus Corporation Limited**

Registered address: Broad Quay House, 5th Floor, Prince Street, Bristol, BS1 4DJ

Email: [info@liberatus.co.uk](mailto:info@liberatus.co.uk)

Phone: 0800 861 1603