

Privacy Policy

Effective Date: 09/08/2024

At Crafting Careers, we are committed to protecting your privacy and ensuring the security of your personal information. This Privacy Policy explains how we collect, use, and safeguard your personal data when you visit our website or use our services.

1. Information We Collect

1.1 Personal Information

When you use our services, we may collect personal information, including but not limited to:

- Name
- Email address
- Phone number
- Employment history
- Education details
- Other relevant career information

1.2 Usage Data

We also collect information about your interactions with our website, including:

- IP address
- Browser type
- Device information
- Pages visited
- Time and date of visits

1.3 Cookies and Tracking Technologies

We use cookies and similar technologies to enhance your experience and analyse website usage. For more details, refer to our cookies policy (can be found on our website).

2. How We Use Your Information

We use your personal data for the following purposes:

- **To Provide Services:** To create and deliver your CV, cover letter, LinkedIn profile, or other career services.
- **To Communicate:** To respond to your inquiries, provide updates, and send relevant information about our services.
- **To Improve Our Services:** To analyse usage patterns and improve the functionality and content of our website.
- **For Marketing:** To send promotional materials and offers, if you have opted in to receive them.

3. How We Share Your Information

3.1 Third-Party Service Providers

We may share your personal data with third-party service providers who assist us in operating our website or delivering our services, such as payment processors and email service providers. These providers are bound by confidentiality agreements and are prohibited from using your data for any other purposes.

3.2 Legal Requirements

We may disclose your information if required by law or to protect our rights, privacy, safety, or property, or that of our users or the public.

4. Data Security

We implement appropriate technical and organisational measures to protect your personal data from unauthorised access, alteration, disclosure, or destruction. However, no method of transmission over the internet or electronic storage is completely secure, so we cannot guarantee absolute security.

5. Data Retention

We retain your personal data for as long as necessary to fulfil the purposes outlined in this Privacy Policy or as required by law. When your data is no longer needed, we will securely delete or anonymise it.

6. Your Rights

You have the following rights regarding your personal data:

- **Access:** Request a copy of the personal data we hold about you.
- **Correction:** Request correction of inaccurate or incomplete data.
- **Deletion:** Request deletion of your personal data, subject to legal and contractual obligations.
- **Objection:** Object to the processing of your data for direct marketing purposes.

To exercise your rights or if you have any concerns, please contact us at:

Crafting Careers

tommy@craftingcareers.co.uk

07356062090

<https://www.craftingcareers.co.uk/contact>

7. Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with the revised effective date. We encourage you to review this policy periodically to stay informed about how we are protecting your information.

8. Contact Us

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

Crafting Careers

tommy@craftingcareers.co.uk

07424701599

<https://www.craftingcareers.co.uk/contact>

Thank you for trusting Crafting Careers with your personal information.