



# Teem Privacy Policy

At Teem we want to give all our software sales, customer success, presales, marketing and leadership contacts the confidence that we take data protection seriously and treat their personal data with respect. The security of your data is very important to us and we are committed to maintaining the privacy and security of all personal data we receive.

This Privacy Policy sets out how we (Teem) use and protect any information that you provide when speaking with our consultants or using our website/services.

In GDPR terms, Teem is the “data controller” for any personal information you supply to us in relation to enquiries about our services and when registering as a hiring manager, client company or software sales candidate.

## **What we use your information for?**

First and foremost, we will use the data you have supplied to help obtain the best service for you. We also require this information to understand your needs and provide you with a better service.

## **Data received and processed.**

Teem receives personal data in the course of the services we offer and throughout the recruitment process. For example, your name, address, phone number, email address and work history. Teem processing this personal data is necessary in order to provide our services and aid the recruitment process. Aside from this, we also collect statistical information to provide a better understanding of the website users as a group but this does not contain personally identifiable information.

## **Sensitive data received and processed .**

We receive, and processes sensitive personal data only so far as is necessary to ensure it conforms with legal requirements, for example under the equality of opportunity laws. By using the Teem website and by supplying your details to Teem, or any of our consultants, you consent to the company collecting and processing any sensitive personal data supplied by you and disclosing this information to prospective employers in connection with the recruitment process.

## **Sharing and disclosure.**

Personal data shall be processed lawfully, fairly and in a transparent manner. Teem does not share any personal information received with third parties unless:

- You have specifically agreed to allow Teem Ltd to share your personal information with third party organisations
- You are seeking employment with a third party organisation through the services of Teem and for the purpose of evaluating your suitability, the third party organisation requests some or all of the information you have supplied us for this purpose
- It is to enable Teem to provide a service you have requested
- Teem is required to do so by legal process or in response to a court order or other legitimate request by a relevant authority

**For more information please visit the ICO website - <https://ico.org.uk/>**

**If you have any questions about this policy or about your personal information then please contact Teem Ltd - 0113 833 0526 – Jim Kinread**