

# Privacy Policy

By using this website, you agree to our collection, use and disclosure of your personal information in accordance with this Privacy Policy.

## WHAT PERSONAL INFORMATION DO WE COLLECT?

When you use our website, we collect personal information which you voluntarily provide to us, such as your name and contact details when you want to register for talks and seminars which we organise, or your employment details if you send us your curriculum vitae in connection with employment opportunities with us or where you contact us about the services that we offer. We collect data from you where you have engaged us to provide services to you.

## HOW DO WE USE THE PERSONAL INFORMATION?

If you do provide personal information to us, we may use the personal information for the following purposes:

- Managing our relationship with you, including dealing with any requests or inquiries which you may have and providing services to you;
- Conducting our recruitment and selection process;
- Meeting any legal, governmental or regulatory requirements; and
- Such other purposes as permitted by applicable law or with your consent.

All personal information provided to us will be kept confidential. We do not share personal information with third parties except as necessary to carry out our business, your requests or as required by law or other legal processes. We will never sell your personal information to third parties.

## HOW LONG DO WE KEEP THE PERSONAL DATA?

The personal data will be kept as long as the information is required to completely service the contact request or until a user requests that we delete that information. Resumes are disposed of when they are either no longer under consideration.

## COOKIES

Cookies are pieces of information which are issued to your computer or mobile device when you visit a website, and which store and track information about your use of the website. We use cookies to store and track certain anonymous statistical information when you browse our website. We use this information to improve our website and to learn which parts of our website are most popular with users.

## THIRD PARTY LINKS

Our website may contain links to third party websites whose data protection practices may differ from ours. We are not responsible for the content and privacy policies of these third party websites and we encourage you to consult their privacy policies before using the third party websites.

## CONTACT US

Please email any questions, concerns or comments you may have about this Privacy Policy to [compliancesolutions@waystone.com](mailto:compliancesolutions@waystone.com)

## CHANGES

We reserve the right to change this Privacy Policy from time to time. Any changes to this Privacy Policy will be posted on our website. This Privacy Policy was last updated on 01 February 2017.