

Privacy Policy

1. Introduction

Our users and customers privacy is of paramount importance to us. This Privacy Policy ("**Privacy Policy**") sets out our data processing practice in relation to the use of the Jobsmart.gg and Jobsmart.je websites (the "**website**").

The data controller of the is Catalyst Holdings Limited ("**Catalyst**").

2. Information Collected

When you create an account with Jobsmart, subscribe for a service, post a question or an answer, post a Curriculum Vitae ("**CV**"), upload content or otherwise actively send data to our Site, we collect certain information on you ("**data**") including, but not limited to, your user name, password, first and last name, email address, telephone number (including mobile phone number), address, gender, occupation, interests, messages you send to users, and any other data included in a submitted profile or resume, including but not limited to application materials and information submitted to recruiters through the and answers you give to any questionnaires sent to you, that you answer. In connection with chargeable services, where those charges have been notified to you at any point, we will also collect payment information (e.g., credit card number and related verification information).

3. Use and Disclosure of Your Data

The use and disclosure of your data will depend on the services that you use.

4. Data

We will process data about you that you upload by completing forms on the . The information you provide may include your name, e-mail address and phone number and any other identifying document with which you provide us with or which we request or require in exchange for using our service such as from me to me photographic identification or address verification. We will then facilitate the passing on of that information to companies which are selected by you.

We will only use your personal information to process it for the purposes you choose on the . We will not use it for any other purposes not set out in this Privacy Policy. We will not provide your data or information to any other third parties excepting those companies or potential recruiters that you select as requesting or requiring us to do so on your behalf.



5. Storage

All information is stored on our secured servers. These servers are protected against cyber attack by Google's cloud security systems, a password policy, GDPR compliant governance controls for retention of data and technical solutions such as anti intrusion and virus software and firewalls. These servers are hosted within the EU data protection area. Data may be retained in backups in some circumstances but will be purged upon restore if it does not comply with our policies.

6. General

In order to apply for jobs, contact prospective recruiters, receive job alert emails, save job searches or shortlists, you will be required to register or become a member ("**member**"). The data you provide on the may be used to provide you with information about other relevant jobs and services.

When you apply for jobs through the , you will be required to provide relevant data and an optional covering letter or message ("**job application**"). Your job application is forwarded directly to the advertiser of the job that you are applying for ("**recruiter**"). Recruiters may include agents who may pass your information to companies that are recruiting in employment field(s) relevant to your interests. We ask all recruiters to use the information you provide only for the purposes of recruitment, to hold the information securely and for no longer than reasonably necessary. However, we are not able to control the use and storage of your information by recruiters.

7. Public Profiles

Jobsmart allows recruiters to search its Profile Database for profile information that meets their search criteria. Whether your profile is included in the searchable Profile Database will depend on your chosen settings. The default setting is private and in order to change it to public you will need to contact us.

If you choose to make your profile public, the public description you provide will be fully visible on the web and authorised recruiters will also be able to access and download your profile information and full contact details.

WARNING: Making your profile public means that anyone accessing our service as an employer can identify you personally. We do not recommend that you make your profile public unless you are entirely certain that you wish all prospective recruiters using our service to identify you personally .

We request recruiters not to hold your information for longer than necessary and not to use your information for purposes other than recruitment. However we are not able to control the storage of your CV or profile information by recruiters.

8. Control of Your Data

If you wish to change your privacy settings you can do so at any me by visiting "My Profile" on Jobsmart.gg or Jobsmart.je and changing your settings on the appropriate page of the



If you choose to delete your profile, details and/or CV , we will not retain a copy of it on our database. If you wish to de-register your account with us, please contact info@jobsmart.gg.

Any accounts that have not been accessed for one year will be deleted from our database.

9. Security

If your data is accessed by or sent to recruiters via the website it is likely your details will be stored on their systems. Neither Jobsmart or Catalyst accept responsibility for data that is transferred to third parties.

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