

Privacy Policy

1. Introduction

We are committed to safeguarding the privacy of our Website visitors, Applicants and Clients. This Privacy Policy sets out how Sauce Jobs (part of Lime Arnold Group Limited) (hereinafter "Sauce Jobs", "we", "us", "our"), collects, shares and uses information about you when you visit our website ("Website"), and how you can exercise your privacy rights. If you have any questions or concerns about our use of your personal information, then please contact us using the contact details provided at the bottom of this Privacy Policy.

2. What we do

Sauce Jobs is based in the United Kingdom and helps to connect employers and job candidates through our online platform. For more information about us, please see the 'About Us' section of our Website.

3. Code value

- User privacy and data protection are human rights
- We have a duty of care to the people within our data
- Data is a liability, it should only be collected and processed when absolutely necessary
- We loathe spam as much as you do!
- We will never sell, rent or otherwise distribute or make public your personal information

4. Legislation

Along with our business and internal computer systems, our website is designed to comply with the following national and international legislation with regards to data protection and user privacy:

- UK Data Protection Act 2018 (DPA)
- EU General Data Protection Regulation 2018 (GDPR)

This site's compliance with the above legislation, all of which are stringent in nature, means that this site is likely compliant with the data protection and user privacy legislation set out by many other countries and territories as well. If you are unsure about whether this site is compliant with your own country of residences' specific data protection and user privacy legislation you should contact our Data Protection Manager.

5. What type of information do we collect?

5.1. Blog

Should you choose to add a comment to any posts that we have published on our blog, the name and email address you enter with your comment will be saved to this website's database, along with your computer's IP address and the time and date that you submitted the comment. This information is only used to identify you as a contributor to the comment section of the respective blog post and is not passed on to any of the third party data processors detailed below. Only your name and photos will be shown on the public-facing website.

Your comment and it's associated personal data will remain on this site until we see fit to either:

1. Remove the comment or
2. Remove the blog post.

Should you wish to have the comment and it's associated personal data deleted, please email us using the email address that you commented with.

If you are under 16 years of age you MUST obtain parental consent before posting a comment on our blog.

NOTE: You should avoid entering personally identifiable information to the actual comment field of any blog post comments that you submit on this website.

5.2. Contact form

Should you choose to contact us using the contact form on our Contact us page or an email link, none of the data that you supply will be stored by this website or passed to / be processed by any of the third party data processors defined in section 9. Instead the data will be collated into an email and sent to us over the Simple Mail Transfer Protocol (SMTP). Our SMTP servers are protected by TLS (sometimes known as SSL) meaning that the email content is encrypted using SHA-2, 256-bit cryptography before being sent across the internet. The email content is then decrypted by our local computers and devices.

5.3. Email newsletter

If you choose to join our email newsletter, the email address that you submit to us will be forwarded to MailChimp who provide us with email marketing services. We consider MailChimp to be a third party data processor (see section 9). The email address that you submit will not be stored within this website's own database or in any of our internal computer systems.

Your email address will remain within MailChimp's database for as long as we continue to use MailChimp's services for email marketing or until you specifically request removal from the list. You can do this by unsubscribing using the unsubscribe links contained in any email newsletters that we send you or by requesting removal via email. When requesting removal via email, please send your email to us using the email account that is subscribed to the mailing list.

If you are under 16 years of age you MUST obtain parental consent before joining our email newsletter.

While your email address remains within the MailChimp database, you will receive periodic newsletter-style emails from us.

If you subscribe to receive our newsletters and/or email notifications, then you will provide us with your name, email address, and other relevant information. For further information regarding subscriptions to our newsletter and other forms of marketing please see Marketing.

5.4. Registering for an account

If you are an employer purchasing a price plan or searching for candidates, you will register an account with us in which we will collect information such as your name, job title, billing address and payment information.

5.5. Payment

Please note that we will not store your payment information, this will be done via a third party payments company.

All direct payment gateways offered by our website (managed by Wix.com) and used by our company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of credit card information by our store and its service providers.

Payments processed via Paypal will require you to register an account with Paypal. Paypal is a third party company and creating an account with them will require you to sign up to their terms and conditions.

5.6. Other sources

The personal information that you provide to us will be used for the purposes of enabling you to use our Website and receive our services, for administrative and troubleshooting purposes and in order to send you marketing materials. This includes but is not limited to using your information to contact you about jobs or candidates you may be interested in, send statements and invoices to you, dealing with enquiries and complaints made by or about you relating to the Website and our services, and to collect payments from you. We may also use this information for further purposes when combined with other data we collect about you.

6. When and why do we collect information

When you conduct a transaction on our website, as part of the process, we collect personal information you give us such as your name, address and email address. Your personal information will be used for the specific reasons stated above only.

We collect such Non-personal and Personal Information for the following purposes:

1. To provide and operate the Services;
2. To provide our Users with ongoing customer assistance and technical support;
3. To be able to contact our Visitors and Users with general or personalised service-related notices and promotional messages;
4. To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we or our business partners may use to provide and improve our respective services;
5. To comply with any applicable laws and regulations.

7. How do we store, use, share and disclose your personal information?

Our company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Wix.com’s data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

All direct payment gateways offered by Wix.com and used by our company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of credit card information by our store and its service providers.

We may disclose your personal information to the following categories of recipients:

- to candidates and employers in connection with jobs advertised on our Website that you are recruiting or applying for;
- to our group companies, third party services providers and partners who provide data processing services to us (for example, to support the delivery of, provide functionality on, or help to enhance the security of our Website), or who otherwise process personal information for purposes that are described in this Privacy Policy or notified to you when we collect your personal information;
- to any competent law enforcement body, regulatory, government agency, court or other third party where we believe disclosure is necessary
 - (i) as a matter of applicable law or regulation,
 - (ii) to exercise, establish or defend our legal rights, or
 - (iii) to protect your vital interests or those of any other person;
- to an actual or potential buyer (and its agents and advisers) in connection with any actual or proposed purchase, merger or acquisition of any part of our business, provided that we inform the buyer it must use your personal information only for the purposes disclosed in this Privacy Policy;
- to any other person with your consent to the disclosure.

8. Communication

We may contact you to notify you regarding your account, to troubleshoot problems with your account, to resolve a dispute, to collect fees or monies owed, to poll your opinions through surveys or questionnaires, to send updates about our company, or as otherwise necessary to contact you to enforce our User Agreement, applicable national laws, and any agreement we may have with you. For these purposes we may contact you via email, telephone, text messages, and postal mail.

9. Third party website

Where we provide links to other websites, we do so for information purposes only. The other websites are outside our control and are not covered by this Policy. If you access other websites

using the links provided, the operators of these websites may collect information from you which will be used by them in accordance with their privacy policy, which may differ from ours. On some pages of our Website, third parties that provide content, applications or plug-ins through our Website may track your use of content, applications and plug-ins or customize content, applications and plug-ins for you. For example, when you share an article using a social media sharing button on our Website (e.g Facebook, Twitter, or Google Plus), the social network that has created the button will record that you have done this. Further details can be found in our Cookie Notice.

10. Data retention

We will not retain your information for longer than is necessary for our legitimate business purposes such as storing your information for future applications and marketing our services to you. However, please be advised that we may retain some information after you have closed your Account with us, for instance if doing so is necessary to meet our legal obligations, such as retaining the information for tax and accounting purposes.

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymise it or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

11. Updates

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

12. Marketing

In order to keep you updated we may send you our newsletter and other communications regarding content, services, offers, promotions and events from us, our affiliates and partners via email. These communications are to provide welcome and engagement communications, updates about other users with whom you are connected and their services or job availabilities; recommendations about skills, needs and content that may be relevant to you and your requirements; events; or other communications about job opportunities that we think may be of interest to you.

These messages will be sent to you based on your profile information and your messaging preferences. You can opt-out of marketing at any time. For further details see Your Rights below.

13. Minors

Our Website is not directed at children younger than 16. We do not knowingly collect information from minors who are under 16 and we will cease to process and delete any such information as soon as we find out. If you have any queries about this, please contact us using the contact details provided in section 15.

14. Your Rights

14.1. Withdraw

If you don't want us to process your data anymore, please contact us at hello@saucejobs.co.uk or send us mail to Sauce Jobs, W H Clifford & Co, Easthorpe, Southwell, NG25 0HX

You can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.

14.2. Opt out of marketing

You also have the right to opt-out of marketing communications we send you at any time. You can exercise this right by clicking on the "unsubscribe" link in the marketing e-mails we send you. To opt-out of other forms of marketing (such as postal marketing or telemarketing), then please contact us using the contact details provided under the Contact heading below.

14.3. Complaint

You have the right to complain to a data protection authority about our collection and use of your personal information. For more information, please contact your local data protection authority.

We will endeavour to respond to your request within an appropriate timeframe and, in any event, within any timescales required by law. We may withhold such personal information to the extent permitted by law.

14.4. Applicant

Note that if you are an Applicant, Sauce Jobs is a controller of your personal information when you upload it to our Website or to a job board. However, prospective employers also act as controllers of your personal information when they conduct their recruitment activities and for employment purposes when if you are hired so you may also need to contact them regarding any processing of your personal data which they carry out. If you submit a request to exercise your rights to us, we will typically also pass that request on to prospective employers that are also controllers.

14. Contact

This Website is maintained by Sauce Jobs (part of Lime Arnold Group Limited). If you have any questions about this Privacy Policy or our treatment of your personal information, please write to us by email at hello@saucejobs.co.uk or by post to The Data Protection Officer, Lime Arnold Group Limited, W H Clifford & Co, Easthorpe, Southwell, NG25 0HX.