

# Website Terms and Conditions

Each time you access or use [www.insurancevacancies.co.uk](http://www.insurancevacancies.co.uk) and/or our mobile device application (collectively the "Website"), you are deemed to accept these terms and conditions.

"we" means Walfs Web Lab Ltd, and "our" shall be construed accordingly. "you" means the person, firm, company or organisation browsing and/or using the Website, and "your" shall be construed accordingly. "Walfs Corporate Family" means all companies connected with us. A company is connected with us if it is: (i) a subsidiary or holding company of us; (ii) controlled by the same person(s) who control us or our holding company; (iii) a subsidiary or holding company of any company in (i) or (ii) above; or (iv) in the same group as any company under (i), (ii) or (iii) above. "subsidiary" and "holding company" shall be as defined in section 1159 of the Companies Act 2006. The term "control" shall have the same meaning as defined in Section 416 of the Income and Corporation Taxes Act 1988. Two companies are in the same group if they share the same ultimate holding company.

## Interruptions and Omissions in Service

Whilst we try to ensure that the standard of the Website remains high and to maintain the continuity of it, the internet is not an inherently stable medium, and errors, omissions, interruptions of service and delays may occur at any time. We do not accept any liability arising from any such errors, omissions, interruptions or delays or any ongoing obligation or responsibility to operate the Website (or any particular part of it) or to provide the service offered on the Website. We may vary the specification of this site from time to time without notice.

## Links to other Sites

On this site you will be offered automatic links to other sites which we hope will be of interest to you. We do not accept any responsibility for or liability in respect of the content of those sites, the owners of which do not necessarily have any connection, commercial or otherwise, with us. Using automatic links to gain access to such sites is entirely at your own risk.

## Information on this Site

Whilst we make every effort to ensure that the information on our Website is accurate and complete, some of the information is supplied to us by third parties and we are not able to check the accuracy or completeness of that information. We do not accept any liability arising from any inaccuracy or omission in any of the information on our Website or any liability in respect of information on the Website supplied by you, any other website user or any other person.

## Your Use of this Site

You may only use the Website for lawful purposes when seeking employment or help with your career, when purchasing training courses or when recruiting staff. You must not under any circumstances seek to undermine the security of the Website or any information submitted to or available through it. In particular, but without limitation, you must not seek to access, alter or delete any information to which you do not have authorised access, seek to overload the system via spamming or

flooding, take any action or use any device, routine or software to crash, delay, damage or otherwise interfere with the operation of the Website or attempt to decipher, disassemble or modify any of the software, coding or information comprised in the Website.

You are solely responsible for any information submitted by you to the Website. You are responsible for ensuring that all information supplied by you is true, accurate, up-to-date and not misleading or likely to mislead or deceive and that it is not discriminatory, obscene, offensive, defamatory or otherwise illegal, unlawful or in breach of any applicable legislation, regulations, guidelines or codes of practice or the copyright, trademark or other intellectual property rights of any person in any jurisdiction. You are also responsible for ensuring that all information, data and files are free of viruses or other routines or engines that may damage or interfere with any system or data prior to being submitted to the Website. We reserve the right to remove any information supplied by you from the Website at our sole discretion, at any time and for any reason without being required to give any explanation.

### Information Submitted by You

We will and/or the Walfs Corporate Family will use information supplied by you to aid the recruitment process and associated administrative functions as well as to facilitate the purchase of training courses made through this website. We will process any data which you provide in completing the online registration or application forms and any further forms, assessments or personal details which you complete or provide to us when using the Website in accordance with relevant data protection legislation. We explain more about your personal data in our Privacy Policy.

Please note that all Third-Party recruitment agencies have agreed to our Terms and Conditions and should they be found to be in breach of the Terms and Conditions, they will be prevented from using our services.

Transfer outside the EEA: Personal information comprising your CV or contact details may be accessed through the [insurancevacancies.co.uk](http://insurancevacancies.co.uk) database by third parties outside the European Economic Area ("EEA"). This could happen for instance if you apply for a vacancy where the employer is based outside the EEA.

### Content Rights

The rights in material on the Website are protected by international copyright, software and trademark laws and you agree to use the Website in a way which does not infringe these rights. You may copy material on the Website for your own private or domestic purposes, but no copying for any commercial or business use is permitted.

### Security and Passwords

In order to register with the Website and to sign in when you visit the Website, you will need to use a username and password. You are solely responsible for the security and proper use of your password, which should be kept confidential at all times and not disclosed to any other person. You must notify us immediately if you believe that your password is known to someone else or if it may be used in an

unauthorised way. We accept no liability for any unauthorised or improper use or disclosure of any password.

## Termination

We may terminate your registration and/or deny you access to the Website or any part of it (including any services, goods or information available on or through the Website) at any time in our absolute discretion and without any explanation or notification.

## Liability

We accept no liability for any loss (whether direct or indirect, for loss of business, revenue or profits, wasted expenditure, corruption or destruction of data or for any other indirect or consequential loss whatsoever) arising from your use of the Website and we hereby exclude any such liability, whether in contract, tort (including for negligence) or otherwise. We hereby exclude all representations, warranties and conditions relating to the Website and your use of it to the maximum extent permitted by law.

You agree to indemnify us and keep us indemnified against all costs, expenses, claims, losses, liabilities or proceedings arising from use or misuse by you of the Website.

You must notify us immediately if anyone makes or threatens to make any claim against you relating to your use of the Website.

## Choice of Law and Jurisdiction

The use of the Website and any agreements entered into through the Website are to be governed by and construed in accordance with English law. The courts of England are to have exclusive jurisdiction to settle any dispute arising out of or in connection with the use of the Website or any agreement made through the Website.

Some of the goods or services offered through the Website may not be lawful or may otherwise not be permitted in certain countries outside the United Kingdom. If you attempt to order, receive, purchase or otherwise benefit from any such goods or services, we do not accept any liability for any losses suffered by you in using the Website which you would not have suffered had you been accessing the Website as a United Kingdom resident (including as a result of us being prevented from dealing with any application or enquiry by any law, regulation or other ruling applicable in any country).

## Changes to Terms and Conditions and Invalidity

These terms and conditions may be changed by us at any time. You will be deemed to accept the terms and conditions (as amended) when you next use the Website following any amendment.

If any provision of these terms and conditions is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

## Registered Office

- Walfs Web Lab Ltd
- Unit 7, Office 1, 123 Pearce Way, Gloucester GL2 5YD

Company Number 12796741. Registered in the UK.

## Website Privacy policy

The following privacy policy applies if you access our services via a web browser.

[www.insurancevacancies.co.uk](http://www.insurancevacancies.co.uk) ("the Website") is a job site operated by Walfs Web Lab Limited. We are part of the Walfs Corporate Family

This privacy policy explains how we use the personal information we collect about you when you use the Website.

If you register on the Website as a recruiter/direct employer and provide us with personal data, we will process such personal data on the basis that it is necessary to do so in order to perform the contract you enter into with us. We may also contact you via email to invite you to review any services and/or products you received from us in order to collect your feedback and improve our services and products (the "Purpose").

### What we do

Registration with and use of the Website for job seekers and those looking to purchase courses or receive career advice is free. When you register as a job seeker, you engage with us to provide you with online recruitment services. The service includes providing you with regular bespoke updates of relevant vacancies and relevant courses which may be of interest to you. These updates will be provided as job alerts and course alerts which we will email to you (or send by SMS messaging where relevant). Job alerts and course alerts may provide details of vacancies and courses of third-party providers and when you express an interest in any of these third-party job alerts or course alerts by clicking on the relevant link in the emails, you may be taken directly to the website of our third-party providers without the need to log into your Insurance Vacancies account first.

If you do not want to receive that information from us, we give you the opportunity to opt out both as part of the registration process and at any time by updating your contact preferences in your account or by clicking on the "unsubscribe" link within those emails.

### Lawful basis for processing of your personal data

#### Legitimate Interest:

We process your personal data when it is in our legitimate interests to do this in order to provide our services. Our legitimate interests include (but are not limited to) the following: introducing of job seekers and those interested in courses to recruiters and course providers; transmission of job alerts and course alerts; the measures we take in order to ensure the security and integrity of the services we provide;

promoting, marketing and advertising of our products and services; analysis of our users' behaviour, activities, preferences and requirements; understanding of existing products and services and the development of new products and services; the handling of customer contacts, queries and complaints; making available the services through the Website to our users (providers of courses, recruiters, job seekers and those intending to buy course or those just expressing an interest in learning more about the products offered by us; the sharing of personal data with our third party suppliers (e.g. communication providers) who act as our data processors to enable us to provide our services; the provision of your contact details, name, IP Address, country of residence and payment confirmation (if relevant) to any course providers where you purchase a course through the Website. Where you only make an inquiry into a course available through the Website, we will only process your personal data as required on the inquiry form.

Consent:

On some occasions, we may process your personal data with your consent. When your consent is required, we will clearly indicate this (e.g. when we share your CV with external CV review partners). You have the right to withdraw your consent at any time. When you do so, we will cease to process such data.

The processing is required under legal obligation:

We may process your personal data to comply with a legal or regulatory obligation e.g. detecting, preventing or investigating crime or fraud including working with law enforcement agencies.

What Information do we collect about you?

The personal information we collect about you may include the following:

- The information set out in your CV,
- Information to enable us to provide our services e.g. your date of birth and location, your preferred job location and the kind of work you are interested in,
- General identification and contact information e.g. your name, IP address, residential address, email and telephone details,
- Marketing preferences,
- Statistical information e.g. aggregate statistical information about site visits,

We collect the personal data about you when you register with the Website. We do so in order to provide you with the recruitment services that are available through the Website as well as for administrative purposes when you purchase or enquire about courses available through the Website.

What do we do with your personal data?

Job Seekers:

By registering with the Website, it is understood that job seekers are actively soliciting contact from prospective employers and recruiters about opportunities which match the job seekers' fields of interest as well as relevant courses which may

improve a job seeker's career prospects. If you are a job seeker, we will therefore make your personal data available to recruiters and employers who use the Website to find suitable employees for specific roles that they are seeking to fill and also provide you with course alerts informing you of relevant courses which may be of interest to you.

Although the primary purpose of the Website is to allow job seekers, prospective employers and recruiters to find each other, job seekers have the ability to control the extent to which your personal data is shared with other recruiters and prospective employers through the contact preferences section of the "your account" section on the Website.

For job seekers, we will use your personal data to supply you with the recruitment services that we provide including job alerts and course alerts, to manage your account and to provide you with information about our recruitment services as well as ancillary services available through the Website.

## Marketing

From time to time, we would like to tell you more about the other goods and services available through the Website. We will do this by sending you marketing emails if you subscribe to them when you sign up to the website (by ticking the relevant box where indicated). You can subsequently unsubscribe by clicking the unsubscribe link in every subsequent marketing email.

You can also amend the contact preferences in your account at any time to stop us from contacting you in connection with the recruitment services or courses available through the Website, including job alerts and course alerts, for which you register when you set up your account.

We use tracking pixels in our marketing emails. These pixels provide us with information in relation to your interaction with the emails (e.g., if you opened the email). This information helps us to better understand how customers engage with our content and to analyse the effectiveness of our marketing campaigns. You can disable tracking pixels by changing your email settings to block the loading or display of external images.

## Data Sharing and Transfers

### Job Seekers:

As part of the recruitment services, we provide to help you find a suitable job, we may make your personal data available to third parties such as recruiters, direct employers and their agents or other business partners. We attempt to verify the identity of these third parties when they sign up with us, however we do not make any warranties as to their authenticity. This would normally happen when you apply for a job through the Website or when a recruiter downloads your CV as part of the services, they purchase from us. These parties will also be data controllers of your personal data. The amount of personal data we share with these parties depends on the options you select when you create or update your account.

### Courses:

When you purchase or enquire about a course available through the Website, we will make your personal data available to the course provider to enable it to provide the course to you. The course provider will be a data controller in relation to your personal data.

#### All users

We may share your personal data with third party service providers who assist us in carrying out our business activities. These third parties act as our data processors and are bound by strict contractual provisions to only process your personal data under our instructions and for the limited purposes we permit them. These third parties include (but are not limited to) our accountants; auditors; external legal advisors; external IT providers; support and hosting service providers; printing, advertising, marketing and market research and analysis service providers, technical engineers, data storage and cloud providers and all other outsourced service providers (such as communication providers) that assist us in the provision of our services.

We may also share your personal data with courts, tribunals, regulators and other governmental and public authorities (such as the police or tax authorities) to: (i) allow us to pursue legal remedies, (ii) to enforce our terms and conditions and protect our operations, (iii) to comply with legal process, (iv) to comply with applicable law, and (v) to respond to requests from public and governmental bodies.

Your personal data is stored on our servers (Via Ionos) which are in the European Economic Area. Your personal data may be processed outside the EEA where you apply for a job advertised by a recruiter outside the EEA, where such recruiter downloads your CV, or where you purchase a course from a course provider outside the EEA. In such situations, we enter into legally binding contracts with such recruiters and course providers to aim to ensure that your personal data is protected.

#### Access to your information and correction

We want to make sure that your information is accurate and up-to-date and will delete or amend any information that you think is inaccurate. Should you wish to delete your account please contact us at [info@insurancevacancies.co.uk](mailto:info@insurancevacancies.co.uk). Amendments to your account can be made online by signing into your account or contacting us.

We aim to provide you with useful work-related services for the whole of your career. However, you have the right to close your account at any time and have us delete all of your personal information unless we are in the process of responding to any complaint that you make.