

## **Legal Policy**

### **Privacy policy**

Starbuck James Ltd is committed to protecting your privacy and will only use your personal information with your permission.

The information you provide will be placed on our database and will be used for administrative purposes and for informing you of other services by letter, SMS, telephone and/or email. We may also use this information to occasionally notify you about important functionality changes to our website.

We follow strict security procedures in the storage and disclosure of information you have given to us and do not sell, trade, or rent your personal information to others.

Regulations governing Privacy and Electronic Communications, which came into effect on December 11 2003, require Starbuck James to gain your consent before sending you information on our products, services and related information. Starbuck James will only send you information that we feel may be of interest to you, however should you not want to receive such communications, please email us at [info@starbuckjames.com](mailto:info@starbuckjames.com).

If it is deemed necessary to change the privacy policy, Starbuck James will post those changes on this page so that users are aware of what information we collect and how we may use or disclose it. If you have any questions or concerns about our privacy policy, feel free to contact us at [info@starbuckjames.com](mailto:info@starbuckjames.com)

### **Website disclaimer**

Whilst Starbuck James Ltd uses reasonable care in compiling and presenting the information found on its website, it is provided purely for information and you should seek further guidance and make independent enquiries before relying upon them. Starbuck James' website may contain links to other sites, but it is not responsible for the data protection or privacy policies of these sites. We encourage our users, upon leaving our site, to read the policies and statements of any other sites they may visit.

Starbuck James makes no representation or warranty whatsoever regarding the completeness, accuracy, currency, adequacy, suitability or operation of its website, or of the information they contain, nor makes any such warranty in respect of any information carried on any website operated by a third party which may be accessed from the site. Starbuck

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Starbuck James does not guarantee that any employer or client will ask for a candidate's information, ask to interview a candidate or hire a candidate, or that any candidates will be available or will meet the needs of any employer or client. Starbuck James cannot guarantee that any employer or client will keep confidential any candidate information or data provided to the employer or client.

Starbuck James makes no representation or warranty as to the final terms and duration of any appointment obtained through its Group websites.

### **Copyright Notice**

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### **Conduct of Employment Agencies and Employment Business Regulations Act 2003**

Starbuck James Ltd works within the guidelines for the conduct of employment agencies as outlined in the *Conduct of Employment Agencies and Employment Business Regulations Act 2003*. For further information please go to <http://www.opsi.gov.uk/si/si2003/20033319.htm>.