

Privacy Policy

Diversita Consulting Limited

Introduction

Diversita Consulting Limited ("we," "us," or "our") is committed to protecting the privacy and personal data of our clients, job seekers, and website visitors. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you interact with our services or visit our website.

Information We Collect

- **Personal Information:** This may include your name, contact details (email, phone number, address), employment history, education, skills, references, and any other information you provide to us during the recruitment process.
- **Sensitive Personal Information:** For neurodivergent job seekers, we may collect additional information related to your specific needs and accommodations. We will only collect and process this information with your explicit consent and in compliance with applicable data protection laws.
- **Website Usage Data:** We may collect information about your interactions with our website, such as your IP address, browser type, device information, pages visited, and referring website. We may use cookies and similar technologies to collect this data.

How We Use Your Information

- **Recruitment and Placement:** We use your information to match you with suitable job opportunities, provide career advice, and facilitate the recruitment process.
- **Communication:** We may contact you via email, phone, or other channels to provide updates on job opportunities, share relevant information, or request feedback.
- **Service Improvement:** We may use your information to analyze and improve our services, website, and marketing efforts.
- **Legal Compliance:** We may process your information to comply with applicable laws, regulations, or legal processes.

Disclosure of Your Information

We may share your information with:

- **Potential Employers:** We may share your information with potential employers to facilitate the recruitment process.
- **Service Providers:** We may engage third-party service providers to assist us in delivering our services. These providers are contractually obligated to protect your information and only use it for the purposes specified by us.
- **Legal Authorities:** We may disclose your information if required by law or to protect our legal rights or the safety of others.

Your Rights

You have the right to:

- **Access:** Request a copy of the personal data we hold about you.
- **Rectification:** Request that we correct any inaccurate or incomplete personal data.
- **Erasure:** Request that we delete your personal data in certain circumstances.
- **Object:** Object to the processing of your personal data in certain circumstances.
- **Restrict Processing:** Request that we restrict the processing of your personal data in certain circumstances.
- **Data Portability:** Receive your personal data in a structured, commonly used, and machine-readable format.
- **Withdraw Consent:** Withdraw your consent to the processing of your personal data at any time (where processing is based on consent).

Contact Us

If you have any questions or concerns about our Privacy Policy or how we handle your information, please contact us at contact@diversita.co.uk.

Changes to this Policy

We may update this Privacy Policy from time to time. We will notify you of any significant changes by posting the updated policy on our website or through other communication channels.

Effective Date: September 10, 2024