

Complete Therapies Agency Limited (“CTAL”)

Data Protection and Privacy Policy

CTAL is committed to protecting the privacy of our Client’s and Therapists. We will ensure that the information you submit to us via any means remains private, and is only used for the purposes set out in this policy.

The Information We Collect and How We Use It

Your personal details, including your name, e-mail address and CV’s for Therapist’s, are held and used by us for the following purposes:

1. For matching your coded details with Assignments, to assist us in finding you the position that most suits you;
2. For keeping you informed of CTAL’s services, news and wider developments in your chosen field;
3. For tailoring the version of our website you see when you log on to make it relevant to you; and/or
4. For compiling surveys of our Clients and/or Therapists.

Disclosures of your information

We will share your information only to employees of CTAL where necessary in order to provide you with our services.

It is possible that CTAL could merge or be acquired by another business. If this happens, we may share the information that relates to you with the new owners of the business and their advisers. You will be sent notice of such an event.

For Therapists, your Application Form details and related information will be sent to prospective Clients but only where you give your consent. Such Clients will be located inside the European Economic Area. It is envisaged that most Clients will be located with the United Kingdom.

We may also release information relating to you to regulatory or law enforcement authorities, if required to do so. We also reserve the right to disclose the information we have collected about you to our professional advisors and to other persons to the extent that CTAL contracts out any aspect of the operation of its agency services, provided that these third parties are acting under similar undertakings of confidentiality as CTAL.

Assignment Alerts For Therapists

To subscribe to Assignment alerts emails, you will be required to provide your e-mail address, which will be used for the purpose of keeping you informed, by e-mail, of the latest Assignments in your nominated therapy field.

Should you decide that you no longer wish to receive this information, unsubscribe links are provided in every Assignment alert email that you receive.

News

From time to time we will provide you with a newsletter by email. This will contain information relevant to complementary therapies and their use in industry.

Should you decide that you no longer wish to receive this information, unsubscribe links are provided in every newsletter email that you receive.

Curriculum vitae ('CV') for Therapist’s

We give you the option of submitting your CV via this website. You can do this either to apply for a specific advertised Assignment or for consideration by CTAL for Assignments



as they arise. Although your CV will be stored online, it will only be accessible by employees of CTAL, working inside the European Economic Area. Your CV will also be held on our central in-house database. This database, including the information relating to you, can be accessed by any employee of CTAL working inside the European Economic Area, specifically, working within the United Kingdom.

You can update your CV at any time, simply by following the same procedure to submit a new CV. Your old CV will automatically be replaced.

Aggregate Information about CTAL online visitors

We gather information and statistics collectively about all visitors to CTAL's website (www.completetherapiesagency.com). We only use such data in the aggregate form. This information helps us determine what is most beneficial for our users and how we can continually improve our online services to create a better overall experience for our users.

Use of Cookies

A cookie is a small data file which is sent from a web server to a web browser when that browser visits the server's site. Find out more about the use of cookies on www.allaboutcookies.org. Cookies are used, on the CTAL website to remember your login, to track web traffic on an aggregate basis so that no individuals are identified, to keep session information such as your last search (this information is disposed of every time you close your web browser). Most browsers allow you to turn off cookies. If you want to know how to do this please look at the help menu on your browser. However, switching off cookies will restrict your use of our website.

Access

You have the right at any time to ask us for a copy of the information supplied by you that we hold. We have the right to charge an administrative fee for this service. If you would like to make a request for information, please contact privacy@completetherapiesagency.com. You also have the right to ask CTAL to stop using your information.

Other websites

Please note that clicking on to links and banner advertisements may result in your transferral to another website, where data privacy practices may be different to that of CTAL. Visitors should consult the other websites' privacy policies as we are not responsible for, and have no control over, information that is submitted to or collected by these third parties.

Internet-based transfers

Given that the Internet is a global environment, using the Internet to collect and process personal data necessarily involves the transmission of data on an international basis. Therefore, by browsing this web site and communicating electronically with us, you acknowledge and agree to our processing of personal data in this way.

Changes to our Privacy Policy

This privacy policy may be changed by CTAL at any time. If we change our privacy policy in the future, we will set out those changes here, so that you will always know what personal information we gather, the purposes we might use it for and to whom we might disclose it. If, at any time, you have questions or concerns about CTAL's privacy commitment, either it's online or other privacy commitments, please feel free to e-mail us at privacy@completetherapiesagency.com or call the office to speak to one of our representatives.

