

Privacy Policy

Privacy Commitment

Heyman Woodworth (HW) is committed to protecting the privacy of all contacts and candidates. We acknowledge our responsibility to maintain candidate and client confidentiality.

Information about online visitors

We gather information and statistics collectively about all visitors to the various sections of our website for the purpose of determining what is most beneficial for our users and how we can improve our online service. However this information is only used in an aggregate form.

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To ensure that we consistently deliver highly effective services to those who contact us as prospective candidates, we need to understand your requirements. We will obtain this information by inspecting your Curriculum Vitae and other documents that you may supply to us either electronically or in hard copy. Such information is accepted on the following basis:

- Any individual who submits information to HW warrants that the information provided is complete, true and accurate in all respects.
- Any information disclosed to HW will be added to our private database and used for the purpose of assessing your suitability, qualification, and skills for current and future recruitment assignments.
- This information will not be passed onto a third party without your prior consent. Personal data is entirely confidential.
- In certain circumstance we may be required to carry out lawful checks, including taking up references. Your permission will be sought in advance.
- We will use contact information such as telephone number, address and e-mail address unless specifically requested otherwise by you.
- Your details will not be discussed with, or divulged to, a client without your agreement.

Links

This website may contain links to other sites. Please note that HW is not responsible for the privacy practices of such other sites. This privacy statement applies only to information collected by our website. It is your responsibility to check the other websites and any privacy policies that may govern such other websites to find out how your data will be treated by the operators of those websites.

Surveys

From time-to-time we may request information via surveys. Participation in these surveys is completely voluntary and you always have a choice whether or not to disclose this information. Survey information will be used to improve our customer service and service offerings.

Changes to our Privacy Policy

HW reserves the right to update and change its Privacy Policy at anytime and without notice. Any changes to the Privacy Policy will be set out on this website.

If you have any concerns, queries or requests as to any of the changes, you should contact us immediately.