

QUEST PARTNERSHIP LTD –

PRIVACY POLICY RELATING TO WEBSITE AND ONLINE ASSESSMENT

ATTENTION: This notice applies to the entire contents of this Website and to any correspondence between Quest Partnership Ltd (hereafter known as "us" or "we") – and You. Please read these terms carefully before using this Website or submitting your personal data to us. Using this Website or otherwise submitting your personal data to us or agreeing to submit your personal data to us indicates that you accept the terms of this Privacy Policy.

PRIVACY POLICY:

By completing an 'Identity' online questionnaire or by submitting your personal data in any other way, including via a contact form, you consent to the collection, use and transfer of your information under the terms of this Privacy Policy.

Our legal basis for the collection and processing of data is determined as a 'legitimate interest' in that we need this information to conduct our business or to serve our Clients.

By completing the questionnaire online, you are submitting personal data, as defined under the Data Protection Act 1998.

However, if at any time you have any queries or concerns about the use or accuracy of your personal information, please do not hesitate to contact us or the person who invited you to complete an assessment on our website. By completing an assessment on our website you are providing your acknowledgement and consent to these terms. If you are unable to provide consent to these terms, you should NOT complete an assessment on our website. If you decide later that you wish us to delete the personal data provided, please contact our Data Protection Officer – our contact details are at the end of this notice.

Use of your Personal Information

Your personal information may be used to provide reports and services to our Clients and to appropriate Respondents. These reports and services may be used by our Clients in the selection and development of individuals in an employment or human resources context. Quest Partnership Ltd. will take all reasonable actions to ensure that our Clients use your personal information in a professional manner in compliance with all existing legislation covering employment and use of personal information.

In our agreement with registered users of the website we require them to use the personal information solely and exclusively for the purpose that should have been clearly communicated to you prior to completing any assessment on our website. We also require them to adhere and comply with existing legislation covering employment or use and retention of personal information under the Data Protection Act. Such requirements are required under our [Standard Terms and Conditions](#) for use of the website, and also our [Ethical Guidelines](#).

Whilst we require such compliance as a condition of use of our website, we can take no responsibility for the usage of personal information beyond the immediate provision of reports and services to our Clients. It is advised that respondents seek the Legal Notice and Privacy Policy of the organisation that has invited them to complete the Identity questionnaire to understand more fully how the personal information provided to them by us is used. If you were invited to complete an assessment by a party other than Quest Partnership Ltd, you need to be mindful that you are entering into an agreement with this party, and the use of your personal information will be further subject to this agreement.

Quest Partnership Ltd will never knowingly provide any personal information to other parties with whom you have not entered into an agreement (whether formally or tacitly). For example, we do not pass data or contact information to anyone, save for the party who may have invited you to undertake an assessment on the website. If you would like a copy of the information we hold, you can request this at any time by contacting our Data Protection Officer (there may be a charge for this).

Security

The website has been designed to ensure security as a primary consideration and Quest Partnership Ltd holds the BSI Standard 27001 or Information Security Management Systems. Unfortunately, the transmission of information via the Internet is not completely secure, and we therefore cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk.

Storage of Your Information

Quest Partnership will retain your information in a form identifiable to you for not longer than 1 year, although may destroy data much earlier than this. We may hold information indefinitely, but without any reference to you as an individual i.e. it will be held anonymously, however this data will be used solely for research and development purposes, and to ensure our products meet the highest standards of technical quality.

Again, whilst we seek to ensure our Clients and Associates act with the highest professional standards, and in compliance with existing legislation, and indeed require this within the Terms and Conditions of use of the website we take no responsibility for actions of Third Parties not employed by Quest Partnership Ltd.

Please note that our policies on privacy will be overridden where we are required or permitted to disclose personal information under law or the terms of any court order.

Changes to Policies

We may update the privacy policy from time to time. When we make changes to the privacy policy a notice will be posted together with the updated privacy policy.

CONTACT INFORMATION:

Should you wish to contact our Data Protection Officer, you can either send an email to: admin@questpartnership.co.uk or alternatively you may write to us at the Quest Partnership Ltd offices:

A3a Lakeside Business Park, Broadway Lane, South Cerney Glos, GL7 5XL