

Data Privacy Statement

Introduction

JobLab is a digital recruitment platform located in Guernsey. JobLab is currently part of the Young Enterprise programme. JobLab is committed to protecting the privacy of people that use our services: employees, contacts, business partners and visitors to our website. This Data Privacy Statement outlines the ways in which JobLab interacts with, stores and processes Personal Information, and the rights of its users and associates. This document may also be referred to as the JobLab 'Privacy Policy'.

Definitions

- In this document, the terms 'JobLab', 'The Company', 'we', 'us' and 'our' refer to the JobLab organisation and its Members.
- The term 'Member' refers to a person who is employed by or is a partner of JobLab.
- The term 'Platform' refers to the IT systems operated by JobLab which run the website, emails and backend, which enable their functionality.
- The term 'User' refers to people/organisations that interact with JobLab, whether by email, in person or via the joblab.uk website. This includes businesses who advertise with us and people who visit our websites. It also includes Members who use our Services.
- The term 'Services' refers to the functionality provided by the Platform and the activities carried out by its Members. This includes the JobLab web pages accessed under the joblab.uk domain and any correspondence with Members.
- The terms 'User Data' and 'Personal Information' refer to any data provided directly or indirectly to JobLab which is related to or can be attributed to a living person.

Topics

- What data do we collect?
- Why do we collect this data?
- Why do we collect this information?
- Retention of data

What data do we collect?

In order to provide our Services to Users, some pieces of Personal Information may be collected. At present this includes but is not limited to:

- Email addresses
- Information related to a User's device, such as IP address, User Agent string
- Full name
- Details of applications you make to job postings

We collect additional User Data from Users who represent organisations which advertise with us by submitting job postings. At present this includes but is not limited to:

- Company names
- Full names
- Email addresses
- Data about job postings, such as:
 - Title
 - Description
 - Targeted age categories
 - Company logos

These lists may be subject to change over time as our Platform continues to evolve.

When Personal Information is directly provided by a User, an expression of consent will be sought, such as ticking a checkbox, pressing a button. Some information is necessary to collect for the purposes of spam prevention, such as IP addresses, which allows us to prevent the misuse of our Services.

We also collect anonymous usage statistics using Google Analytics. This data cannot be used to identify particular users.

What do we do with User Data?

The collection of User Data allows JobLab to carry out its Services, such as sending transactional emails, marketing emails and allowing Users to login to the JobLab website. It may also be used to help us improve our Services, such as by personalising the job postings that Users see when they visit our website.

This information is stored in databases which are encrypted at rest, which means that it can only be accessed by the Platform or authorised Members of JobLab.

JobLab will share some data with organisations if Users apply to their job posting via our website. In these cases, it will be clearly shown to the User what data is shared, such as name, email and details about their application. Their consent will be sought before sharing this data.

Why do we collect User Data?

Certain pieces of User Data are critical to the operation of our Services, so they are necessary to use our services. They enable us to provide our Services to our Users.

Retention of Data

JobLab will only retain User Data for as long as there is a reasonable need to do so and as long as it aligns with the purposes that have been outlined above. User Data will be removed within one month of account closure or unsubscription, or 6 years since your last communication with us, for inactive accounts.

Information Security

The JobLab Groups implements technical and organisational measures to ensure a level of security is upheld when processing and storing your data. These measures are in place to ensure User Data stays safe and confidential from the moment it is provided to us. JobLab evaluates these measures on a regular basis in order to assure the continued security of the User Data.

Your Rights

Users of JobLab have various rights surrounding Personal Information that we collect and process, which are set out below. The rights outlined in this document exist in parallel to those afforded by applicable law. Should you wish to exercise any of your rights, please contact us at dataprotection@joblab.uk.

Right to access/data portability

Users are entitled to obtain any information from us surrounding how we process your personal data. This includes:

- The Data which we have on the User

- The period from which the Data is processed
- The purpose of the processing
- The details of any automated decision making, including profiling that involves any of the User's Personal Information.

Users are entitled to a copy of any Personal Information we process about them in electronic form. In extreme circumstances, this may be subject to an administration fee.

Right to rectification

Users are entitled to rectify any inaccurate or incomplete personal data held by us.

Right to erasure

Users are entitled to have any information we hold about you erased, including where it is no longer necessary for the purposes written in the above list of purposes. We will comply with requests for erasure within 30 days of receipt unless it is unfeasible to do so in this time. In that case we will contact the User directly.

Right to Object

Users have the right to object to the processing of their personal data for marketing purposes or our 'legitimate interests'. In such circumstances we shall stop processing your information unless there are compelling legitimate grounds for continuing to process the personal information or we are otherwise permitted to under the applicable data protection laws. A User can object to the processing of their Personal Information by contacting us at dataprotection@joblab.uk.

Right to Withdraw Consent

Users have a right to withdraw their consent to the processing of their personal information. They can do so by emailing dataprotection@joblab.uk.

Right to Complain

JobLab is committed to providing the highest quality service to its Users. In the event you have questions, concerns or complaints regarding this Privacy Statement or the manner in which the JobLab Group collects, uses and processes Users' personal information, we would like to know so that we can put things right for you. Please do not hesitate to contact us at dataprotection@joblab.uk.

You are also entitled to complain directly to our supervisory authority: The Office of the Data Protection Authority, Guernsey. More information can be found on [their website](#).

Changes to this Data Privacy Statement

This Data Privacy Statement is subject to change. Relevant changes will be communicated to users via appropriate means.