Privacy Policy

This Website ("Website") is owned operated by HighSkillPro, a trading name of Skilled Networks Limited, a company incorporated in England, registered company number 08336122.

The terms "HighSkillPro", "HighSkillPro.com", "Skilled Networks", "we", "us", "our" and "ours" when used in this Privacy Policy mean Skilled Networks Limited which includes subsidiaries, divisions, branches, affiliates or companies under the control of Skilled Networks.

The terms "you", "your" and "yours" when used in this Privacy Policy mean any user of this Website.

IMPORTANT: BY SUBMITTING PERSONAL DATA TO US AND/OR BY USING OUR WEBSITE YOU GIVE YOUR CONSENT THAT ALL PERSONAL DATA THAT YOU SUBMIT MAY BE PROCESSED BY US IN THE MANNER AND FOR THE PURPOSES DESCRIBED BELOW.

1. **Scope of Privacy Policy**

HighSkillPro is firmly committed to protecting the privacy and confidentiality of its members. This Privacy Policy describes our current policies and practices with regard to Personal Data collected by us from you directly and/or through the Website to the extent that such Personal Data is protected by applicable European data protection laws. The term "Personal Data" refers to personally identifiable information about you, such as your name, Project description, health related data, birthday, e-mail address or mailing address.

2. **Notification of Changes**

We are continually improving our methods of communication and adding new functionality and features to this Website and to our existing services. Because of these ongoing changes, changes in legislation and the changing nature of technology, our data practices will change from time to time. Consequently, HighSkillPro may update its Privacy Policy from time to time. If we make any material changes in the way we use your information we will notify you by posting a prominent notice on our Website. By continuing to use HighSkillPro.com after changes have been made to this policy, you are consenting to the changes.

3. **Collection of Data**

HighSkillPro is an online marketplace that connects Clients with Professionals. When you visit HighSkillPro Website, you provide two types of personal information: personal information you
knowingly choose to disclose that is collected by HighSkillPro.com and information we collect from your use of HighSkillPro.com as you navigate through the HighSkillPro.com Website.

When you register with HighSkillPro.com as a Client or Professional, you provide certain personal information. The elements of information you provide may include name, job title, company name, personal or company address, email address, telephone or fax number, mobile number, payment details such as credit card information, and date of birth. Additionally, when you establish your profile as a Client or as a Professional you may provide information relating to your educational history, work experience, skills, compensation, work availability, geographic region, and other information from your CV if you provide this to us. If you want to take full advantage of the features that we offer, we might also ask you to create a more publicly visible profile, which may include your photo. We may also ask for demographic information to enable us to provide a personalized service to you. The information you provide is either manually or electronically stored in our databases. We sometimes supplement the information that you provide with information that is received from third parties. For instance, if inaccurate postcodes are received, we may use third party software to fix them.

In addition to the information we collect as described above, we use technology to collect anonymous information about the use of our Website. When you enter the Website, HighSkillPro.com collects your IP address and which web browsers our visitors use. This information is gathered for all HighSkillPro.com visitors. This technology does not identify you personally; it simply enables us to compile market research data such as readership patterns statistics about our visitors and their use of our Website.

Our Website contains links to other pages on our Website. We may use technology to track how often these links are used and which pages on our Website our visitors choose to view. This technology does not identify you personally - it simply enables us to compile statistics about the use of these links.

We may also collect information that we request from you regarding your use of our service or that we collect automatically about your visit to our Website. Please see our Cookie Policy for more details.

4. Use of Personal Data

HighSkillPro.com collects and uses your personal information to:

- provide our users with a personalized service
- provide users with content customized to your interests and preferences
- create and manage your membership account;
• process your registrations and enquiries
• process transactions;
• facilitate interactive areas of the Website
• conduct market research surveys
• perform research and analysis aimed at improving our products, services and technologies. If you do not wish to receive surveys or marketing communications, you may adjust your personal information preferences or follow the “unsubscribe” instructions included within each email communication
• allow users to participate in interactive features of our service, where they choose to do so
• provide you with information about products and services we offer (if you agree to receive such information)
• contact you about specific Project opportunities (if you agree to receive such communication)
• monitor compliance with our Terms and Conditions

Please refer to our Cookie Policy for more details.

Personal information collected by HighSkillPro.com may be stored and processed in England or any other country in which HighSkillPro.com or its affiliates, subsidiaries or agents maintain facilities, and by providing us with your personal information and using our Website or services, you consent to any such transfer of information outside of your country.

We also use information in aggregate form (so that no individual user is identified by name):

• to build up marketing profiles
• to aid strategic development
• to audit usage of the site.

We use technology on the registration, subscription and manage my account pages of our Website, which may record user movements, including page scrolling, mouse clicks and text entered. It will not record financial information such as credit or debit card details. The data we collect in this way helps us to identify usability issues, to improve the assistance and technical support we can provide to users and is also used for aggregated and statistical reporting purposes.

HighSkillPro.com records IP addresses for system administration purposes. This information is used to diagnose problems with our server, monitor traffic patterns, analyze trends, administer our Website, track member user patterns, and identify the most popular areas of the website to deliver content most relevant to registered members. An IP address is a numeric code that
identifies your computer on a network, or in this case, the Internet. IP addresses are not linked to personally identifiable information and are only used to gather broad demographic information for aggregate use.

We may also perform IP lookups to determine which domain you are coming from (i.e.: aol.com, yourcompany.com) to more accurately gauge our users' demographics.

5. **Use of Cookies and Other Devices**

Please refer to our [Cookie Policy](#).

6. **Unsubscribe**

We hope you will be satisfied with our products and services. However, if you do not wish to receive e-mails from us and want to be removed from our electronic mailing list, please e-mail us at info (at) highskillpro.com with "Email Unsubscribe" in the subject heading.

7. **Disclosure of Your Personal Data**

Except as set out in this Privacy Policy, HighSkillPro.com does not disclose or sell your personal information to any third parties. We may disclose your personal information to third-party service providers who perform services on our behalf. For example, we may hire other companies to handle the processing of payments, to provide data storage, to host websites, to fulfill orders and shipments, to assist in marketing, to conduct audits, etc. Those third-party service providers (i) shall be permitted to obtain only the personal information they need to provide the service, (ii) must protect personal information to the same extent as HighSkillPro.com, and (iii) shall be prohibited from using it for any other purpose.

HighSkillPro will not share your contact information with other users of our Website except in connection with possible employment and with your express consent. If you have initiated communication with another member of HighSkillPro.com on our Website, or entered into and/or were awarded a HighSkillPro.com Project, HighSkillPro may share some of your contact information with that user. All registered HighSkillPro.com members click the “I AGREE” checkbox on the registration form to agree to the HighSkillPro.com Privacy Policy and [Terms & Conditions](#). Accordingly, all registered users agree that certain profile information is accessible to other registered users.

Information about our users, including personal information, may be disclosed as part of any merger, acquisition, or sale of the company and/or its assets, as well as in the unlikely event of
insolvency, bankruptcy, or receivership, in which personal information would be transferred as one of the business assets of the company. We will notify you of such an occurrence.

We reserve the right to disclose your personal information if required in accordance with a properly executed court order or as otherwise required to do so by law. We reserve the right to fully co-operate with any law enforcement authorities or court order requiring or requesting us to disclose the identity or other usage details of any user of our Website.

8. User Data Access and Control

If you wish to amend any of the Data which we hold about you, please contact us in writing at info [at] highskillpro.com or visit Contact Us section of our Website.

In accordance with the Data Protection Act 1998, you have the right to request a copy of the personal information the HigSkillPro holds about you and to have any inaccuracies corrected. We will use reasonable efforts to supply, correct or delete personal information about you on our files. Please address requests and questions about this or any other question about this Privacy Policy to the Data Protection Officer by email at info (at) highskillpro.com. We may charge a small administration fee (not exceeding the maximum permitted by law) in relation to fulfilling a request for access to personal information.

9. Children Under 14

We do not intentionally collect any information on children under 14 years of age. We will undertake to delete any details of such users where a parent or guardian has notified us that any such details have been obtained.

10. Links to Other Websites

The Website may contain links to other websites that are not operated by us. These links are provided for your reference and convenience only and do not imply any endorsement of the activities of these third-party websites or any association with their operators. We do not control these websites and assume no responsibility for their policies or practices. We encourage you to review any privacy policy posted on any site you visit prior to use or providing any Personal Data about yourself.

11. Transfer of Data Abroad

The Internet is a global environment. If you are visiting this Website from a country other than the country in which our servers are located, the various communications will necessarily
involve the transmission of data on an international basis. We may also transfer your Personal Data between our offices and third party processors which may be located worldwide. Where your Personal Data is transferred to a country outside the European Economic Area, we will ensure that recipients of your Personal Data agree to keep your Personal Data confidential and hold it securely in accordance with applicable data protection laws.

**By visiting this Website and communicating electronically with us, you consent to the processing and transfer of your Personal Data as set out in this Privacy Policy.**

### 12. Security

The security of your personal information is highly important to us. HighSkillPro has appropriate measures in place to ensure that our users’ Data is protected against unauthorized access or use, alteration, unlawful or accidental destruction and accidental loss. We follow generally accepted industry standards to help protect your personal information including without limitation:

- limiting access to your personal information to those of our employees who require it to provide services to you
- requiring employees to sign agreements to protect customer and other confidential information
- ensuring that third-party service providers sign agreements to maintain the confidentiality of your personal information and not to use it for any unauthorized purposes;
- encrypting credit card information on our order forms using secure socket layer (SSL) technology; and
- storing your personal information in secure computer systems which protect it from unauthorized access or use.

No method of transmission over the Internet, or method of electronic storage, is 100% secure. Therefore, while we strive to protect your personal information, we cannot guarantee its absolute security. If a password is used to protect your account and personal information, it is your responsibility to keep your password confidential.

### 13. Governing Law

This Privacy Policy forms part of our Website [Terms & Conditions](#) and the substantive laws of England and Wales govern any controversy or claim of whatever nature arising out of or relating to the use of this Website, without regard to any conflict of legal provisions. All actions
or proceedings arising out of or relating to this Privacy Policy, its validity, performance, enforcement or breach, or the subject matter of this Privacy Policy may be heard in the courts of England and Wales and you hereby irrevocably consent and submit yourself to the personal jurisdiction of said courts for all such purposes. Notwithstanding the foregoing, we retain the right to bring legal proceedings in any jurisdiction where we believe that breach of this agreement is taking place or originating.

14. Contacting HighSkillPro About Privacy Policy

If you any questions or comments about this Privacy Policy please contact please contact HighSkillPro Data Protection office by e-mailing info [at] HighSkillPro.com.