TERMS AND CONDITIONS

These terms, together with any documents referenced here within, outline the terms of use on which you may make use of our website www.gtlsearch.com, whether as a guest or a registered user.

Please read these Terms and Conditions carefully before you start using this Site.

By accessing and using our Site, you indicate that you accept these terms of use and that you agree to abide by them. In addition, when using our Site’s particular services, you shall be subject to any posted guidelines or rules applicable to such services, which may be posted and modified from time to time. **If you do not agree to these terms of use, please refrain from using our Site.**

**About us**

This Site is operated by Glentrool Limited, trading as GTL Search (‘We’, ‘Us’, ‘Our’) Company number SC400866, registered at:

Swire House Souter Head Rd

Altens Ind Est

Aberdeen

AB12 3LF

**Our Site**

This Site and its components are offered for informational purposes only; this Site shall not be responsible or liable for the accuracy, usefulness or availability of any information transmitted or made available via the Site, and shall not be responsible or liable for any error or omissions in that information.

We cannot guarantee the continuous, uninterrupted or error-free operability of the Site. There may be times when certain features, parts or content of the Site, or the entire Site, become unavailable (whether on a scheduled or unscheduled basis) or are modified, suspended or withdrawn by us, in our sole discretion, without notice to you. You agree that we will not be liable to you or to any third party for any unavailability, modification, suspension or withdrawal of the Site, or any features, parts or content of the Site.

 **Links to other Sites**

On this Site you may be offered links to other Sites which we hope will be of interest to you. We do not accept any responsibility for or liability in respect of the content of those Sites, the owners of which do not necessarily have any connection, commercial or otherwise, with us. Using automatic links to gain access to such Sites is entirely at your own risk.

 **Use of our Site**

You may only use our Site for lawful purposes and not in a way which may damage our site, name or reputation. You may not:

* use our Site to undermine the security of our Site or any information submitted to or available through it; or
* remove or change any content of our Site or attempt to circumvent security or interfere with the proper working of our Site or the servers on which it is hosted; or
* transmit any data, send or upload any material that contains viruses, spyware, adware or any other harmful programs or similar computer code designed to adversely affect the operation of any computer software or hardware; or
* Create links to our Site which imply endorsement, affiliation or strive to replicate our Site without prior written consent;

You also agree:

* That you are solely responsible for any information submitted by you to our Site and that the information supplied is accurate, true and up-to-date.
* You are also responsible for ensuring that all information, data and files are free of viruses or other routines or engines that may damage or interfere with any system or data prior to being submitted to our Site.

**Restriction of Access**

Some parts of our site may be restricted to users who have registered with us for a service.

With regards to this registration you will be asked to choose a user identification, password and/or other pieces of information as part of our security measures. You must treat this information as confidential and not disclose to any third parties.

We reserve the right to suspend or permanently disable any user identification or password at any time if you have failed to comply with these Terms of Use.

**Information about you and your visits to our site(s)**

We process information about you in accordance with our privacy and cookie policy. [Cookie Policy](https://www.understandingrecruitment.co.uk/legal_documents/cookies)

**Our liability**

The material displayed on our site(s) is provided without any guarantees, conditions or warranties as to its accuracy. To the extent permitted by law, we accept no liability for any loss or damage of any kind incurred as a result of you or anyone else using our Site or relying on any of its content.

This does not affect our liability for death or personal injury arising from our negligence, nor our liability for fraudulent misrepresentation or misrepresentation as to a fundamental matter, nor any other liability which cannot be excluded or limited under applicable law.

**Jurisdiction and applicable law**

The use of our Site and any agreements entered into through our Site are to be governed by and construed in accordance with Scottish law. The courts of Scotland are to have exclusive jurisdiction to settle any dispute arising out of or in connection with the use of our Site or any agreement made through our Site.

Privacy Policy & Cookies

Glentrool Limited, trading as GTL Search (Glentrool / GTL), applies the following principles in order to protect your privacy:

* we do not collect more information than is necessary;
* we do not use your data for purposes other than those specified;
* we do not keep your data if it is no longer needed;
* we only provide your data to select third party clients for the specific purposes listed below.

You do not give out personal information by visiting our website. We only keep track of anonymous traffic data.

1. Information collection and tracking

1.1 When you visit our website

You can visit our website without giving away your personal information. Glentrool / GTL uses Google Analytics and Cookies in order to improve our service, user experience and analyse how the website is used. Aside from the approximate location (IP address), the information collected by Google Analytics is mostly anonymous traffic data including browser information, device information, language.

The collected information is used to provide an overview of how people are accessing and using the Glentrool / GTL website. It is not used for any additional purpose, such as to profile those who access our website.

1.2 When you submit a CV to us

When you submit a CV to us we collect the personal data you give us to be used for the following purposes and collated with additional data obtained from publicly available data, data from interactions with you and with related third parties.

2. When you contact us

While you can use our website without giving out your personal information, once you contact us via the Glentrool / GTL website, Glentrool / GTL collects information about you.

The information you fill in (personal information such as your name, email address, organisation) will be processed and stored so that it is possible for us to contact and respond to your request, and/or allow you access to our services.

2.1. Recruitment

If you apply for a job with Glentrool / GTL, we will collect, process and store the information you have sent us for recruitment-related purposes, such as contacting you. Additionally, Glentrool / GTL may keep your data for a period of time for the purpose of considering you for a different opportunity.

3. Information Security

Glentrool / GTL seeks to ensure the security of personal data.  When Glentrool / GTL collects information about you, we also make sure that your information is protected from unauthorized access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical and organisational measures.

4. Access to information

You have the right to request access to the information we have on you. You can do this by contacting us ca@gtlsearch.com.

We will make sure to provide you with a copy of the data we process about you. In order to comply with your request, we may ask you to verify your identity.

We will fulfil your request by sending your copy electronically unless the request expressly specifies a different method. For any subsequent access request, we may charge you with an administrative fee.

5. Information Correction & Deletion

If you believe that the information we have about you is incorrect, you are welcome to contact us so we can update it and keep your data accurate. Any data that is no longer needed for the purposes specified in section 1 – Information Collection and Tracking, will be deleted.

If at any point you wish for Glentrool / GTL to delete information about you, you can simply contact us.

6. When this Privacy Policy applies

This Privacy Policy is applicable to the services offered by Glentrool / GTL directly via our website. Our website contains links to other websites. Once redirected to another website, this Policy is no longer applicable.

The purposes for which we hold and process data include:

* Assessment
* Board Search
* Executive Search
* CEO Succession/Succession Planning
* Coaching
* Consulting
* Industry Mapping
* Interim Appointments

This version of our Privacy Policy is effective from February 2021.

7. Changes

We reserve the right to change this Privacy Policy. We constantly review our Privacy Policy and strive towards making it better.

Glentrool / GTL will not reduce your rights stated in this Policy without asking for explicit prior consent to the changes.

All changes to our Privacy Policy will be available on our website.

8. Summary

In accordance with applicable law, we only collect a limited amount of information about you that is necessary for improving our service.

We do not sell or in any other way spread your data to third parties, we do not use your data for purposes other than what we specified.

We also make sure that your data is stored securely. We delete all information deemed no longer necessary.

We constantly review our Privacy Policy in order to make it better and protect you more.

9. You can:

Contact us at any time to:

* Request access to information that Glentrool / GTL has about you
* Correct any information that Glentrool / GTL has about you
* Delete information that Glentrool / GTL has about you

If you have any additional questions about Glentrool / GTL ’s collection and storage of data, please contact us at:

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