

# Professional Search, Inc. Website Privacy Policy

## YOUR PRIVACY IS IMPORTANT TO US.

Professional Search Inc. understands that protecting your privacy on the Internet is important to you. Our privacy policy lets you know how we protect and use the personal information you provide to us through this site.

### **Definition of Personal Information:**

Personal information (as used in this website) is defined as, but not limited to:

- Name
- Address
- Phone Number(s)
- Email Address
- Resume Information
- Professional References
- Background Information

### **Collection of Personal Information:**

Professional Search Inc. may collect general information about the use of our website, such as which areas users frequent most. This general information does not contain data which identifies an individual visitor to our site. You may browse our site and search our current job openings without disclosing any personal information. Professional Search only collects the personal information you choose to disclose to us by sending us a resume or question via an email link or form you may use on this site.

### **Usage of Personal Information:**

If you choose to send us personal information using a form or email link on this site, we will only use this information to respond to your questions or inquiries, and to add your information to our database for consideration as a candidate interested in placement by Professional Search, Inc. We will not sell, exchange or publish this information. If you wish to be considered for a position offered by Professional Search Inc., we will use the information you send us to qualify you for the position, and we will contact you (via email or telephone) for your consent before disclosing any personal information to a third party (such as a client). We will not furnish your direct contact information to our client without your consent.

### **Security of Personal Information:**

Access to your personal information is limited to the people who need the information to do their job. We do not share your personal information with third parties, unless you have granted us permission first. When we send your resume to our client for review, your first and last name are included with the resume, but all direct contact information is removed.

# Professional Search, Inc.

## Website Privacy Policy

We may disclose information to a third party without your permission in certain circumstances, including but not limited to:

- In the event of a business transfer, bankruptcy or other business reorganization;
- When necessary to do so in order to comply with a subpoena or other law enforcement event; or
- In emergency situations.

### **Cookies:**

A cookie is defined as a small amount of data that is sent to your browser from a Web Server and may be stored on your computer's hard drive. In most instances, a cookie is used to personalize your experience at a website. Professional Search Inc. and professionalsearch.com do not use cookies to store or track your personal information.

### **Children's Online Privacy Protection Act:**

Professional Search Inc. does not knowingly collect personal information from children under the age of 13. Discovery of personal information for a child under the age of 13 in our records will result in immediate removal of the information from our database.

### **Links to Third-Party Websites:**

Professionalsearch.com does contain links to third-party websites that are not owned or operated by Professional Search Inc. These websites may have their own privacy policy which govern the use of their website. It is our recommendation that you review the privacy policy listed on their website.

### **Changes to this Privacy Policy:**

Professional Search Inc. reserves the right to make changes to this policy at any time. Please review our privacy policy periodically to stay informed on how we use and protect your personal information.

Contact Information:

If you have any questions or require additional information about this privacy policy, or if you wish to correct or remove your personal information from our database, please contact us at [info@professionalsearch.com](mailto:info@professionalsearch.com).

*Effective date of this Privacy Policy: June, 2010*