

IES Privacy Policy

Effective: 1st August , 2019

International Education Services Privacy Policy

Welcome to the website of International Education Services Ltd (in this policy, “IES, we, us, our”). Your privacy is important to us, because we respect the sensitive nature of the information you share with us. This document describes the privacy policy for our educational staff recruitment services.

If you have any questions or concerns about our policy or what it means for your personal information, please contact us at info@iesrecruit.com.

Control and Persistence of Your Private and Non-Private Data

IES assumes that candidates will sign a 2-3 year contract, as is normal among international schools. Therefore, we will keep candidates' records on file for 3 years, so they may be used when the candidate is potentially ready to find a new job. However, according to regulations, candidates may have the right to be completely erased from our system at any time. To request the removal of your information, please email us at info@iesrecruit.com.

Personal Information We Collect

International Education Services, Co Ltd operates the <http://www.iesrecruit.com> website. IES recruitment portal is the site that is used by candidates, schools, and recruiters to enter data about themselves and their organizations.

This page informs you of our policies regarding the collection, use, and disclosure of personal data when you use our service and the choices you have associated with that data.

It is IES practice to collect this personal information directly from you using IES and IES affiliated websites in response to our printed and online advertisements. We use your data to provide and improve the service. By using the service, you agree to the

collection and use of information in accordance with this policy. Unless otherwise defined in this Privacy Policy, terms used in this Privacy Policy have the same meanings as in our Terms and Conditions, accessible from <http://www.iesrecruit.com>

Express Consent

When you apply or contact our organization for services, you acknowledge that your application or request for services will mean that you are giving IES express consent to use your personal information in accordance with our present Privacy Policy and its future versions.

Information Types

We collect and store personal information that is reasonably necessary for the proper performance of our services and technology platforms. Information collected will vary depending on whether you are a candidate, education institution, recruiter or referee.

Collection of Information for Schools and School Recruiters

Information we usually collect and store about schools and recruiters is information that is necessary to assist us in managing the delivery of our services and support to the accurate operation of our institution's platforms and includes:

- Billing and invoicing details
- Institution contact and job title information
- Organizational information
- Communication between schools and recruiters with candidates
- Communications between schools and recruiters with IES

Collection and Storage of Candidate Information

IES collects and stores information from candidates so we may contact the candidates and match them with suitable positions. Examples of such necessary information includes:

- Name, address, phone number, emails, skype address and other contact information;
- Education history and training details;
- Details on the immediate family; including spouse, partners, children, ages of children, children educational needs, and housing requirements;
- Letters of recommendations;
- Work history with necessary details;
- Customer service and archived notes;
- Records of criminal history
- Communication with Candidates and Recruiters
- Criminal history records
- Employment preferences
- Office and placement information
- Registration to event and attendance information
- Candidates' interest and practices.

Collection and Storage of Referee Information

IES collects and stores information from Referees to be used by schools and/or recruiters searching for prospective candidates. Examples of such necessary information includes:

- Work history and contact details;
- Candidate ranking by Referee;
- Referee comments about Candidates

IES does not use unsolicited sensitive information about candidates for discriminatory purposes, nor do we convey this information to prospective employers.

Such sensitive information may include but is not limited to:

- Health information; political views or opinion; membership with a political organization; religious belief or affiliations; sexual orientation or practices;

IES cannot influence the practices of schools or recruiters using our service, or those of the countries in which they are based. Nonetheless, we urge all members to abide by non-discriminatory employment practices that focus only on a candidate's professional merits and not their race, gender, age or sexual orientation.

Privacy of Minors

IES does not permit the use of our services by anyone under the age of 18 ("minors"), unless permission has been granted by a parent or guardian. If you are aware that a minor has provided us with personal data without the consent of their parent or guardian, please contact us, so we may remove that information from our servers.

Collection and Access

Personal information collected by IES will be accessed internally, and by School Members looking for new employees.

Such information may have been obtained from:

- you, via your application
- your referees
- a professional organization
- a complaint or other information about you

Information may be received from trusted third parties regarding:

- an insurance investigation
- litigation
- professional disciplinary matter
- criminal matter
- inquest
- injury

Collection of Photos and Images

We may request images of necessary documentation that would confirm your identity, opportunities and qualifications.

Use of Information Collected and Shared

IES uses Personal Information collected from:

- Employment Candidates; or

- Candidate Referees; or
- School Recruiters or School Organizations

Sharing of Information with Schools and Recruiters

Any information IES collects, stores, uses or shares regarding our candidates with Schools and Recruiters is usually done to match applicants with schools, and to generally facilitate the services we provide in a quick and effective way.

Collection and Disclosure of Information from Candidates

Information IES collects, stores, and discloses about candidates is typically used to assist candidates by exposing them to prospective employers, updating them about new job postings and finding them employment. Additionally, the information is used for statistical purposes, IES marketing, and statutory compliance requirements, to improve our technology, platform and response to member inquiries, and for provision of excellent service based on convenience.

Collection of Information from Referees

IES collects, stores, and discloses information about the Referees for identification purposes and to verify their authority to provide references. Additionally, IES uses this information to determine matches between employers and candidates, for statistical purposes and statutory compliance requirements.

Use of Information for Direct Marketing

IES may use the information you share with us to contact you about services that may be of use to you. We **DO NOT** sell your information to third parties. We comply with anti-spam legislation and will always make it easy to unsubscribe to emails.

Security of Collected Information

IES protects information from unauthorized access through methods such as a strong password protection policy for all of our services. Our authorized staff are trained on data security training and are the only ones able to access to your information via IES platforms including laptops, smartphones, and tablets. When necessary, data is safely discarded by deletion, shredding, or other ways.

Physical Security of Candidate and School Data

IES ensures the safety of your personal information while it is in our system. However, it is common for recruiters and schools to share data considered private and sensitive, and similarly, candidates may share sensitive school information. Our agreement with schools states they are not permitted to share your details with any third parties, however, your details will routinely be shared among staff members affiliated with schools where you have applied. Please understand that this is a necessary part of the employment process. IES is powerless over these actions and urges all those involved to handle this type of information safely.

IES Information Transfer, Data Storage, and Hosting

Your information, including personal data, may be transferred to and maintained on computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

If you are located outside Hong Kong and choose to provide information to us, please note that we transfer the data, including Personal Data, to the China and process it there.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

International Education Services, CO LTD. will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information.

Disclosure

IES may share personal information with our schools, recruiters, third parties, licensees, and employees to help obtain employment for candidates.

Information is only provided to other companies when:

- you granted us your express consent to do so
- we provide the services or product you requested;
- there is a need for companies who work with IES to have the information to provide services to you;
- we are responding to court orders, subpoenas, or another legal process.

Failure to Provide Personal Information

Providing IES with personal data is not mandatory. However, please note that we may not be able to provide the best service possible, if we do not have the necessary information required to do so.

Correction

IES will make necessary amendments to your account to ensure your account information is current and correct. Candidates and schools or recruiters who have created an account with IES may edit files and delete accounts at any time by accessing their accounts. After an account closure, we will only keep the information we are required by law to retain.

Access Policy

To obtain access to your personal information you may email us at: info@iesrecruit.com.

Your Rights

- **Access, Correction, and Deletion:** IES will provide you with Candidate data that we hold to the extent required by law in your home country, regardless of the location of the candidate Data processing. You have the right to request correction or deletion of your personal information, except where retention is required by your contractual relationship with IES, in the context of a legal dispute, or otherwise required by law. You may have additional rights in your locality such as the right to request information in your file in an easily readable format at any time.
- **Automated Decisions:** IES uses automated matching technology to improve your chances of gaining employment. We will automatically match you with schools whose requirements match your employment preferences. These matches are merely suggestions that do not guarantee employment.
- **Inquiries, Complaints, and Objections:** You are entitled to correspondence with us about your inquiries, complaints and objections. You may reach us at info@iesrecruit.com

NOTE: IES will verify your identity before acting on any request. If there is ever a legal reason why we can't grant you access to your file, we will explain why.

Links to Other Sites

Our Service may contain links to third-party sites. We do not take responsibility for the content, privacy policies or practices of any third-party sites or services, so we recommend you review the Privacy Policy of every site you visit.

Analytics, Tracking & Cookies Data

We use cookies to track and store information about activity on our website.

Cookies are files with small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your computer or mobile device when you visit a website. We use cookies and analytics tools to help assist in delivering our online services, identify service issues, improve our online services, provide content tailored to our users, or user's possible interests and personal penchants, send information to you by post, email or other means that we think may be of interest to you, and monitor site traffic and usage. Tracking technologies also used are beacons, tags, and scripts to collect and track information and to improve and analyze our Service.

Examples of Cookies and analytics we use:

Session Cookies. We use Session Cookies to operate our Service.

Preference Cookies. We use Preference Cookies to remember your preferences and various settings.

Security Cookies. We use Security Cookies for security purposes.

Google Analytics. We use Google Analytics to monitor and improve our performance and effectiveness of our service delivery.

Information about cookies, including how to block them on all sites or delete them from your system can be found [here](#).

Information on how Google Analytics collects and use personal data can be found [here](#).

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Service.

How to Contact Us

We will address your concerns about our use of your information as quickly as possible. Any of our members may contact us at info@iesrecruit.com.

Privacy Policy Update

We may update our Privacy Policy periodically. Your continued use of the IES website means that you agree to periodically check for changes in our privacy policy. If you do not wish to comply with this policy or our future policies, you are welcome to discontinue use of the website.