**C-TAS Privacy Policy**

Whether you are forwarding us your CV or contacting us via a website enquiry, C-TAS are committed to ensuring that your privacy is protected. Any information gathered will only be used in accordance with this policy.

**How we use the information:**

* We will only use the personal information provided to us to respond to your website / job enquiry.
* We do not use this information to create individual profiles.
* We will not pass your information to anyone other than those in the Company who will be responding to your enquiry.

**Security**

Your personal information will be held for a maximum of six months. Suitable procedures are in place to safeguard and secure any information we hold.