

COPYRIGHT NOTICE

Ownership of copyright

The copyright in this website and the material on this website is owned by Employment Rights Services and/or its licensors.

By copyright we mean the text, computer code, artwork, photographs, images, music, audio/video or audio-visual material which is found or contained on any page of this website.

Copyright license

Employment Rights Services does not grant you any rights in relation to this website or the material on this website.

For the avoidance of any doubt, you must not adapt, edit, change, transform, publish, republish, distribute, redistribute, broadcast, rebroadcast or show or play in public this website or the material on this website (in any form or media) either in part or in whole, without the prior written permission of Employment Rights Services.

Enforcement of copyright

In the event that Employment Rights Services discovers or reasonably believes that you have used its copyright materials in contravention of the above, we may bring proceedings against you for damages and/or an injunction to stop you using those materials. You could also be ordered to pay our legal costs incurred.

If you become aware of any use of the materials on this website that contravenes or may contravene the license above, please report this by contacting us on: enquiries@employment-rights.com

Permissions

You may request permission to use any of the copyright materials on this website by contacting us on: enquiries@employment-rights.com

Data mining

The automated and/or systematic collection of data from this website is prohibited.

DISCLAIMER

This website contains basic general information about human resources and employment law. The information contained herein is not legal advice, and should not be treated as such.

In order to obtain formal legal advice in respect of any employment law matter please contact us.

Formal Legal Advice

Employment Rights Services wishes to make it expressly clear that you must not rely on the information set out on this website as an alternative to formal legal advice professional legal services provider.

If you have any specific questions about any legal matter such as those set out on this website you should obtain formal legal advice.

You should never delay seeking legal advice, disregard legal advice, or commence or discontinue any legal action because of information on this website. It is imperative that you take formal advice at all times.

Liability

Nothing in this legal disclaimer will limit any of our liabilities in any way that is not permitted under applicable law, or exclude any of our liabilities that may not be excluded under applicable law.

Warranties

The legal information on this website is provided absent representations or warranties, either express or implied. Employment Rights Services make no representations or warranties in relation to the legal information on this website.

Without prejudice to the generality of the foregoing paragraph, Employment Rights Services does not warrant that this information is complete, true, accurate or up-to-date, though we make efforts to ensure that it is. Please contact us directly if you would like legal advice.

TERMS OF USE AND PRIVACY POLICY

Terms of use

Your use of the Employment Rights Services Website is governed by these Terms and Conditions and subject to the Notice of Copyright set out below.

1. The contents of these pages are provided as an information guide only, and do not constitute legal advice. Members of the public who have a legal problem should consult a suitably qualified lawyer.
2. These pages are up-dated from time to time but may not always be up-to-date in every respect. No responsibility is accepted for loss arising from inaccurate or incomplete information, however caused.
3. No mention of any organisation, company or individual on these pages or on any pages to which there are links on these pages implies any approval or warranty as to the standing and capability of any such organisations, companies or individuals by Employment Rights Services.
4. Employment Rights Services does not accept any liability in connection with any third party web sites that can be accessed through this web site and does not endorse or approve the contents of any such site.
5. The user agrees that material downloaded or otherwise accessed through the use of this web site is obtained entirely at the user's own risk and that the user will be entirely responsible for any resulting damage to software or computer systems and/or any resulting loss of data, however caused.
6. Use of any pages where users may post or provide information is subject to the following conditions:
 - 6.1. All information or other material posted or provided is the sole responsibility of the person posting or providing it.
 - 6.2. Employment Rights Services does not approve or take any responsibility for material posted or provided by users which remains on this web site.

6.3. It is not possible for Employment Rights Services to know whether a posting infringes copyright or any other right.

6.4. Users may not post any inappropriate material, including (without limitation) material which is: -

6.4.1. defamatory or libellous or would infringe the rights of others;

6.4.2. protected by copyright, patent, trademark, trade secret or other proprietary rights or rights of publicity or privacy, unless the user has the permission of the owner of such right;

6.4.3. promotes illegal activity or violates any applicable local, national, international or foreign law, statute, ordinance or regulation including (without limitation) laws and regulations governing export control, or would give rise to criminal or civil liability of any sort whatsoever;

6.4.4. is threatening or abusive or promotes physical harm or violence against any individual or group;

6.4.5. promotes bigotry, racism or hatred;

6.4.6. is pornographic, obscene or offensive;

6.4.7. contains any viruses, trojans, worms or other computer-programming routines that are intended to damage, interfere with, intercept or extract any system, data or personal information.

6.4.8. Users may not use offensive or deliberately misleading user names when posting or providing information.

6.5. Inappropriate material may be deleted without notice, at the discretion of Employment Rights Services. Exercise of this right does not mean that Employment Rights Services approves or takes any responsibility for any material provided by users which is posted or provided.

7. In relation to any dispute arising out of use of this website the user and Employment Rights Services agree to submit to the exclusive jurisdiction of the courts of England and Wales. The omission of Employment Rights Services to exercise any right under these Terms and Conditions shall not constitute a waiver of such right unless formally waived in writing by Employment Rights Services.

Notice of Copyright

1. Employment Rights Services or the individual member of Employment Rights Services where appropriate retains copyright, where held, in all of the material placed on this website.
2. The material on this website may be copied for private use or use within an organisation provided that:
 - 2.1. The Employment Rights Services website is acknowledged as the source including the reference [www.employment-rights.com]
 - 2.2. The material is not amended in any way; and
 - 2.3. This permission is revocable at any time by Employment Rights Services.
 - 2.4. Permanent storage or copying of the whole or part of this website or the information contained in it or reproduction or incorporation of any part of it in any work or publication whether paper or electronic is expressly prohibited.
 - 2.5. Application for other use of copyright material should be made to Employment Rights Services.

Personal Information

1. The names and postings of users may be visible to other users of the website.
2. The website may use cookies to enable recognition of previous visitors and to facilitate their use of the website.
3. Users may choose to provide their names and email addresses in order to make use of advanced functionality, such as automatic sending of notification by email when pages are up-dated.
4. Employment Rights Services may log information relating to site usage. The information gathered is for internal use to allow us to refine and improve our site.
5. Employment Rights Services complies with the provisions of the Data Protection Act. Employment Services will not use or pass on personal information relating to users for commercial gain.

6. This privacy policy governs only the Employment Rights Services website at [\[www.employment-rights.com\]](http://www.employment-rights.com). Links to other sites from within this website are not covered by this policy.

7. This privacy policy governs only the Employment Rights Services website at [\[www.employment-rights.com\]](http://www.employment-rights.com). Links to other sites from within this website are not covered by this policy.

PRIVACY POLICY

Collection of information

We do not collect personal information from you, save for details supplied by you, in the “contact us” form. Information supplied by you via this web site, is not stored on a public server, and is not shared with third parties. We may monitor and keep records of email communications which you send to us and other communications with you in accordance with this policy.

This site employs google analytics and therefore does make use of cookies.

Use of information

We will use your information for the sole purpose of responding to your communication with us. In order to respond to your communication accurately, we may distribute your information internally only. Your information will not be placed on a mailing list, and you will not receive any unsolicited material from us.

Safeguards and security

No data transmission over the internet can be entirely secure, and therefore we cannot guarantee the security of your personal information and/or use of our site. However, we use our reasonable endeavours to protect the security of your personal information from unauthorised access.

In addition to our safeguards your personal information is protected in the UK by the Data Protection Act. The GDPR (General Data Protection Regulation) came into force on 25 May

2018. The regulation replaced the current Data Protection Act. This provides that the information which we hold about you should be processed fairly and lawfully and in a transparent manner and should be accurate, relevant and not excessive. The information should be kept secure, up to date and not retained for longer than is necessary. The information should also be obtained for specified and lawful purposes and not further processed in a manner that is incompatible with those purposes.

For more information on the Data Protection Act and the Information Commissioner please see www.informationcommissioner.gov.uk

PRIVACY STATEMENT

Your privacy is important to us. This privacy statement provides information about the personal information that Employment Rights Services collects and uses that personal information.

Personal information collection

Employment Rights Services may collect and use the following kinds of personal information:

- i. Any information about your use of this website (including but not limited to where you may have been referred from)
- ii. Any other information that you send to Employment Rights Services including where relevant any information sent to us via our contact us page.

Using personal information

Employment Rights Services may use the information provided (for example via our contact us page) to assist you but will only disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

Securing your data

Employment Rights Services will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information which will be stored on its secure servers.

Other websites

This website contains links to other websites.

Employment Rights Services Ltd is not responsible for the privacy policies or practices of any third party.

About cookies

This website uses cookies. By using this website and agreeing to this policy, you consent to Employment Rights Services use of cookies in accordance with the terms of this policy.

Cookies on our website

Employment Rights Services will use cookies for the following purposes:

- i. Website authentication
- ii. User interaction
- iii. Statistical analysis

Google cookies

This website uses Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store and use this information.

Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>