

## PassFort Privacy Policy

### **Information about you is private and we will keep it that way.**

Please take a moment to read the PassFort Privacy and Cookie Policy below. Capitalised terms (and the terms 'you' and 'your') in this policy have the same meaning as in our [Terms and Conditions](#).

### **Our Privacy and Cookie Policy**

This Privacy and Cookie Policy has been created to demonstrate our commitment to protecting your personal information, and outlines how PassFort collect, store, use and disclose your personal information. It does not apply to any other site or offline point of contact between the Company, or any other organisations, and consumers. It also demonstrates how PassFort discloses information to organisations you have agreed to give information and data to, as they relate to you and your prior and/or current employment. Please review this Privacy and Cookie Policy periodically as PassFort may modify it from time to time. Each time you visit the Site or provide us with information, by doing so you are accepting the practices described in this Privacy and Cookie Policy at that time.

### **Jurisdiction**

PassFort works in compliance with all jurisdictions in which it operates. PassFort is a UK company (Company Registration Number: 09565115). We are regulated by the Information Commissioner and are registered as data controllers on the Data Protection Register (number ZA126012.)

Data Protection laws in the EU and the UK stipulate that personal data must be fairly and lawfully processed, used only for the intended purpose, is adequate, relevant and not excessive, is accurate and up to date, is not kept longer than is necessary, is processed in line with the rights of the individual, is held securely, and is not transferred to other countries without adequate protection.

When the foregoing or other laws and regulations require that PassFort observes privacy restrictions beyond those specifically stated in this Privacy and Cookie Policy, PassFort undertakes activities in conformance with their requirements and, if the privacy restrictions conflict in any way with these provisions, PassFort abides by the stricter requirements of the relevant laws, rules and regulations.

To provide you with service, PassFort may store, process and transmit information in locations around the world - including those outside your country or the EEA (this only applies if you have lived and worked overseas). Such a transfer will not occur without adequate protection. PassFort shall only process (including store) personal information in accordance with applicable European and UK privacy laws.

PassFort does not participate in, or presently cooperate with, any kind of blanket surveillance or monitoring. However, the Company may disclose personal information when it determines such disclosure is necessary to comply with applicable law.

The information commissioner's register of data controllers can be searched for our entry [here](#).

### **Data Security**

PassFort takes appropriate technical and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Please accept, however, no security measures are perfect or impenetrable, and the Company cannot guarantee that the information submitted to, maintained on, or transmitted from its systems will be completely secure. The Company is not responsible for circumvention of any privacy settings or security measures contained on the Site by any Users or third parties.

The Company employs state of the art firewall technology, and all data generated in PassFort is fully encrypted at rest and in transit using 256-bit SSL encryption, and continuously backed up in several high security data centres in different locations.

### **Your Information**

To operate the Services and Site, PassFort collects "personal information" (i.e. information that could be used to contact you directly without using the Site) such as full name, postal address, phone number or email address. The Company collects the personal information needed to effect background checks on people. It only collects and use the information needed. The information collected about people who are background checked by PassFort depends on what background check is selected (e.g criminal record, right to work in the UK).

PassFort may also collect "demographic information" (i.e. information that you submit, or that the Company collects, including, but not limited to, postcodes, gender, username, age/birth date, browsing history information, registration history information, subject to the rest of this paragraph). Please note, nowhere on the Site does PassFort knowingly collect personal information from children under the age of 16, it is required that all users represent to the Company that they are at least 16 years old.

For further information on the Data Protection Act and its Code of Conduct, please contact the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)).

### **Special Cases In Which PassFort Shares Personal Information**

PassFort will only share information with other organisations with your permission to do so in accordance with this Privacy and Cookie Policy or where it is believed to be necessary for a legitimate reason connected with the Site or our Services.

Your personal information may be passed on to a third party in the event of a transfer of ownership or assets, or a bankruptcy. PassFort may also disclose personal information when it is determined that such disclosure is necessary to comply with applicable law, to cooperate with law enforcement or to protect the interests or safety of the Company or other organisations using the site. Whenever personal information is disclosed under this paragraph, the Company may also disclose your demographic information along with it, on a non-anonymous basis.

PassFort does not sell any personal information to third parties. The data collected and made available to you and organisations that request background information from you, is solely presented in aggregated. All pages containing information are protected by SSL.

### **How PassFort Uses Public Information and Other Demographic Information**

- PassFort may review all demographic information
- PassFort may use all the information provided by you or any third party for benchmarking
- PassFort may use demographic information to tailor the Site and communications to your interests
- PassFort may also share demographic information with advertisers on an anonymous and aggregated basis (i.e. without telling the advertisers your identity).

PassFort may combine your data with those of other users of our Site and Services and share or provide this information in aggregated and in an anonymised form with third parties. The Company may also use information collected from you and combine it with information provided by other users of our Site and Services to help improve the design and delivery of software tools, increasing the effectiveness for all users.

### **Your IP Address**

Due to the communications standards on the Internet, PassFort automatically receives the uniform resource locator (“URL”) of the website from which you came and the website to which you proceed once you leave the Site. PassFort also receives the IP address of your computer (or the proxy server you use to access the World Wide Web), your computer operating system and type of web browser you are using, as well as the name of your Internet service provider (“ISP”). This information is used to analyse overall trends to help us improve the Site.

### **Cookies**

Like most Sites, the Site uses cookies to keep track of your activity on the Site and enhance your experience on the Site. A cookie is a small text file that’s stored on your computer or mobile device when you visit a website. PassFort also uses cookies to save your login email, and if you choose, to save other personal information so you do not have to re-enter it each time you visit the Site.

In order to access or change any of your private information, you must log in with your password even if your computer contains your persistent cookie. Additionally, if you log out of the Site you will need to re-enter your password the next time you visit in order to log in to your account. Another type of cookie, called a “session” cookie, is used to identify a particular visit to the Site. Session cookies expire after a short time or when you close your web browser.

Third party advertisers on the Site may also place or read cookies on your browser. If you wish to disable these cookies, the "help" portion of the toolbar on most

browsers will tell you how. However, if you set your browser to disable cookies, you may not be able to access certain areas on the Site.

### **Changing Privacy and Cookie Policy for Previously Gathered Information**

If at any point PassFort decides to use particular personal information in a manner different from that stated at the time it was collected, the Company will notify users by way of an email or by providing 30 days' notice on the Site. Please note, PassFort will continue to have the right to change its Privacy and Cookie Policy and practices, and how your personal information is used, without notice, as described in the first paragraph of this Privacy and Cookie Policy, provided that such changes shall only apply to information gathered on or after the date of the change.

### **How You Can Access and Update Your Email Preferences, Personal Information and Public Information**

The law gives you the right to request a copy of the personal information PassFort holds about you. The Company requires you to prove your identity with two pieces of approved identification. PassFort will supply, correct or delete personal information about you on its files. In addition, you may at any time request rectification or erasure of personal information as well as the restriction of processing of your personal information by emailing [info@passfort.com](mailto:info@passfort.com).

PassFort gives you the opportunity to opt-out of certain communications and modify some personal information or demographic information you have provided. When you sign up for updates or receive email messages from PassFort, you will always be given the chance to opt-out of special offers and Site updates. You may change your preferences at any time and will only be contacted in manners consistent with your stated preferences. Please be aware that it may take several hours for the changes you make to take effect and thank you for your patience. Please note that opting-out of receipt of email communications from PassFort will only change or delete the data in its database for the purposes of future activities on the Site and for managing future communications from PassFort.

If you have any questions or concerns about this Privacy and Cookie Policy, the practices of the Site, or your dealings with the Site, please email [info@passfort.com](mailto:info@passfort.com). Your privacy is taken very seriously. If PassFort does not satisfactorily deal with any complaint, you may contact the Information Commissioner.