

## **Terms of Service from Working Smart Limited (WSL)**

**Please read these terms and conditions carefully before using this site**

### **TERMS OF SERVICE**

- These terms of Service (together with the documents referred to in it) outlines the terms of service supplied by Working Smart Limited as a “registered user” of the Web Site [www.working-smart.co.uk](http://www.working-smart.co.uk).
- A registered user is a “Job Seeker”, someone who has registered or verified their details via our site. This information is then processed by WSL.
- By using our services, you confirm that you accept these terms of use and that you agree to comply with them.
- If you do not agree to these terms of use, you must not use the WSL services.

### **SERVICE CONSENT**

By accepting these Terms of Service:

- You warrant that all data provided by you is accurate.
- You consent not to use any false, inaccurate or misleading information when registering or in any documents that you may upload to the WSL site (e.g. CV, Cover Letters, Questionnaires, compliance documents...).
- You warrant that all data provided is current – WSL suggest that you review and update your data every 6 months. This will assist the Recruitment Team in understanding your skills, experiences and aspiration and help in job matching. WSL take no responsibility or liability in promoting unrelated jobs to you because of old data.
- In some cases, you may apply for a WSL job on a “third party site”.
  - In doing so you give your consent to WSL to process your data for this specific job ONLY.
  - You can change your “Preferences” at any time to receive information regarding other jobs.
  - In order to become a Job Seeker (i.e. Registered User) you have to complete the “Verification Process” which is emailed to you once your initial application has been processed.
- You consent to WSL storing and processing your data (see Privacy Policy).

- You consent to WSL sharing your data with clients for specific jobs that you have applied for. Applications will only be accepted via the WSL site or in writing. A full audit trail is maintained of all applications.
- With regard to your Headhunt Preferences:
  - As a registered user, you can select your preferences for headhunts.
  - If you do not select your headhunt preference, WSL will default your preference to “Actively seeking” new job opportunities. This means that the WSL Recruitment Team have your consent to email you with selected job opportunities that they deem to match your skills, experience and aspirations.
  - You may wish to register as a “Passively Seeking”. This means that the WSL Recruitment Team have your consent to email you with selected job opportunities that they deem to match your skills, experience and aspirations but **will not** call/chase you if you do not respond to the headhunt.
  - If you apply via a third party site and do not verify your details – your headhunt preference will be set as “No Headhunts”. WSL will therefore **not** contact you regarding further job opportunities but you do have the ability to apply direct.
  - You can change your preferences at any time.
- With regard to your Job Alert Preferences:
  - You have the option to specify what type of role you are interested in.
  - The WSL automatic system will inform you of potential matching jobs.
- With regard to your Third Party Preferences:
  - You can “opt-in” to receive information from WSL’s partners (i.e. only industry societies, conference providers – all involved in the advancement of education and skills). This may relate to special events (some discounted) that match your skills/expertise (e.g. training, conferences, workshops, fieldtrips).
  - WSL try to ensure that this information is well matched to your registration details.
  - You can at any time, “opt-out” of third party information by deselecting this option.

## **USE OF SITE**

You are not authorised to use the Working Smart Site or its content other than for non-commercial purposes. Use of any automated system or software, whether operated by a third party or otherwise, to extract data from the Site (such as screen

scraping or crawling) is strictly prohibited. Working Smart will take such action as it considers necessary, including issuing legal proceedings without further notice, in relation to any unauthorized use of the Site. If you wish to make use of the Site in any capacity other than that of a Jobseeker or Employer, you must have prior written agreement with Working Smart - please contact [dod@working-smart.co.uk](mailto:dod@working-smart.co.uk). If in breach of this clause - we will terminate access and take action.

#### **INFORMATION ABOUT US**

[www.working-smart.co.uk](http://www.working-smart.co.uk) is a site operated by Working Smart Limited. We are registered in England and Wales under company number 06535973 and have our registered office at Unit Su2a, First Floor 102 Lower Guildford Road, Knaphill, Woking, Surrey, United Kingdom, GU21 2EP.

#### **CHANGES TO THESE TERMS OF SERVICE**

We may revise these terms of service at any time by amending this page.

Please check this page from time to time to take notice of any changes we made, as they are binding on you.