

**Videosys Broadcast Ltd**  
Unit 1-2 Forest Barn Farm  
Turners Hill Road  
Turners Hill  
West Sussex RH10 4QH  
+44 (0)1293 541200



## **Videosys Broadcast Website – Privacy Policy**

The Videosys website is brought to you by Videosys Broadcast Ltd a company registered in the England with company registration number 06669235, with place of business at Registered office: 4 Marlpit Lane, Coulsdon, Surrey CR5 2HA

UK. References made herein to Videosys Broadcast Ltd are Videosys.

This Privacy Policy describes and explains the personal data collection and processing practices of VIDEOSYS in relation to the website, currently located [www.videosys.tv](http://www.videosys.tv) including mobile versions thereof (collectively, the “Site”).

We wish to provide you as much clarity as possible about how we handle your data. Should you have any questions relating to this document, the processing of your data (including requests to change or delete certain data) or the way we use cookies please contact us through the following email address: [privacy@videosys.tv](mailto:privacy@videosys.tv). Alternatively, you may contact us in writing by sending your letter to the following postal address: UK address. Unit 1 and 2 Forest Barn Farm, Turners Hill Road, Turners Hill, West Sussex, RH10 4QH, UK Attention: PRIVACY.

### **INTRODUCTION:**

Your Privacy is of the greatest importance to us. The purpose of this Privacy Policy is to inform you about the types of personal data we may collect online when you visit the Site, how we might use that personal data, for what purpose we might use that data, whether we disclose it to anyone, and to inform you of the actions you may take regarding our use of, and your ability to correct, that personal data.

### **COLLECTION OF PERSONAL DATA:**

#### **PERSONAL DATA WE COLLECT FROM YOU**

VIDEOSYS collects certain personal data relating to you in the event you:

- Contact us in person, by telephone, letter, email or via our website;
- Supply a curriculum vitae or application form;
- Submit any other information in connection with your application;
- Complete an admission test (if applicable), the results of such tests.

In some cases, VIDEOSYS may collect personal data about you from third parties. For example:

- When you submit an application via LinkedIn, in which case Videosys may collect personal data that is being made publicly available by you;
- When VIDEOSYS receives your application via a third-party recruitment service provider;
- When VIDEOSYS contacts your references;
- When VIDEOSYS receives results of enquiries of your former employers, former work colleagues, professional associations, registration bodies or the like;
- When VIDEOSYS receives performance feedback of a third-party service provider in relation to an assessment or other test.



Personal data you may provide us or VIDEOSYS otherwise (lawfully) collects, may include your name, age, address, including postal code, e-mail address, telephone number, identification documentation, sex, work permit information, profession, personal interests and information contained in your curriculum vitae and other documents provided to us in connection with an application to a position.

#### **PERSONAL DATA WE COLLECT AUTOMATICALLY**

We may automatically collect information regarding your use of the Site and the device you use accessing the Site. In addition, we may also collect information on device IDs or unique identifiers, device and software characteristics, statistics on page views, referral URLs, IP address, web log and connection information. Finally, we collect information through the use of cookies, web beacons and other technologies.

#### **USE OF PERSONAL DATA AND PURPOSE THEREOF**

The information we collect may be used for the following purposes:

**To identify applicants:** in order for VIDEOSYS to assess your application, it needs to process personal data to identify you, such personal data includes your name and date and place of birth.

1. **To consider your application:** in order for VIDEOSYS to determine if you are a suitable candidate for a position you may have applied to, VIDEOSYS may need to use the information you have provided us, such as your name, age, address, profession, personal interests, information contained in your cv and other documents provided in connection with an application.
2. **To consider you for another job opportunity:** should VIDEOSYS have another job opportunity for you than the position you may have applied for, VIDEOSYS may use your personal data to determine if you are a suitable candidate for such other position, which may include your name, age, address, profession, personal interests, information contained in your cv and other documents provided in connection with an application.
3. **Contacting you:** in order to inform you whether we wish to continue the application process with you (or not), VIDEOSYS will need to use certain information you have provided us, such as your name, e-mail address and/or telephone number. Your personal data may also be used by VIDEOSYS to contact you in the future if there is another job opportunity that may suit you, however VIDEOSYS will not retain your personal data after the retention period has lapsed [see Retention of Personal Data].
4. **Answering your questions:** in order for VIDEOSYS to answer any questions you may have in relation to a job opportunity, VIDEOSYS may need to use your contact information, such as your name, e-mail address and/or telephone number.
5. **Making general improvements to the Site:** we wish to provide you an as pleasant as possible experience in using the Site. For this purpose, we might use information we collect automatically to analyze how you use the Site and how we could make improvements for you.
6. **Maintaining our rights:** to prevent, detect and investigate activities that potentially are prohibited under VIDEOSYS's Terms of Use or illegal under local law, we might need to use your personal information.



## **LEGAL GROUNDS FOR PROCESSING PERSONAL DATA**

VIDEOSYS processes your personal data on the following legal grounds.

VIDEOSYS relies on legitimate interest as the lawful basis on which VIDEOSYS collects and processes your personal data. VIDEOSYS's legitimate interests are the following:

1. The recruitment of staff for VIDEOSYS's business
2. The improvement of its site and
3. Maintaining VIDEOSYS's rights.

Notwithstanding the above, where consent is specifically required, VIDEOSYS will seek your consent prior to such processing of your personal data. This may include you consenting to VIDEOSYS retaining your personal data for a longer period of time (see RETENTION)

## **DISCLOSURES OF PERSONAL DATA**

VIDEOSYS does not sell, trade or rent out your personal data to third parties. However, VIDEOSYS may share your personal data with its employees, contractors, consultants and other parties (including other members of its group companies) who require such information to assist VIDEOSYS with all matters pertaining to the purposes set forth hereinabove, including parties that provide products or services to us or on our behalf. When your personal data is shared with such parties, VIDEOSYS will usually require of these parties that they only process personal data in a manner consistent with the use and disclosure provisions of this Privacy Policy.

Further, your personal information may be disclosed:

- As required by applicable law or regulatory requirements. In such case, VIDEOSYS endeavors to not disclose more personal data than strictly required given the circumstance;
- As required for VIDEOSYS to assess your application;
- To comply with valid legal processes such as search warrants, subpoenas or court orders;
- To protect the rights and property of VIDEOSYS;
- During emergency situations or where necessary to protect the safety of people;
- Where the personal data is publicly available; or
- With your consent, where such consent is required by law.

## **TRANSFER OUTSIDE EEA**

VIDEOSYS does not intend to transfer your personal data outside of the UK or EEA. However, should any such transfer outside of the UK or EEA be unavoidable, VIDEOSYS shall: i) seek your prior consent if required by law; and ii) ensure that your personal data will only be transferred in accordance with the principles of the GDPR (as provided in articles 44-50 GDPR) , including by means of concluding Standard Contractual Clauses (as published by the European Commission and amended from time-to-time) with the party located in the non-EEA country.

**Videosys Broadcast Ltd**  
Unit 1-2 Forest Barn Farm  
Turners Hill Road  
Turners Hill  
West Sussex RH10 4QH  
+44 (0)1293 541200



## **YOUR RIGHTS**

You always have the right to request access to, and rectification, erasure or restriction of your personal data. Should you have any such request, please contact us at: [recruitment@Videosys.tv](mailto:recruitment@Videosys.tv). VIDEOSYS will review any such request and endeavors to inform you of its decision within 14 days following your request. VIDEOSYS will refuse a request only if it has legitimate reason(s) to do so.

In addition to the above, you may withdraw your permission to certain processing of personal data for which VIDEOSYS has sought your consent. This includes, for example, withdrawing your consent for VIDEOSYS retaining your personal data for a prolonged period of time.

Notwithstanding any of the above, please understand that VIDEOSYS's ability to determine your suitability for a position may be affected by you exercising certain of the above described rights and, therefore, if VIDEOSYS is unable to process certain personal data pertaining to you, it may no longer be able to consider you for the position that you may have applied to.

Should you have any complaints regarding the processing of your personal data, please feel free to contact us. In addition, you have the right to file a complaint, in relation to the processing of your personal data by VIDEOSYS, with the Information Commissioner's Office (ICO).

## **SECURITY**

VIDEOSYS acknowledges your trust and is committed to protecting your personal data. The Site has appropriate technical and organizational measures in place for the protection of the security (including protection against unauthorized or unlawful processing and against accidental or unlawful destruction, loss or alteration or damage, unauthorized disclosure of, or access to, personal data), confidentiality and integrity of personal data, in accordance with high industry practice.

## **RETENTION OF PERSONAL DATA**

VIDEOSYS will retain your personal data until the time the job opening is filled and for a period of four (4) weeks thereafter. For the purposes set forth above, VIDEOSYS may seek your consent for retaining your personal data for a period of one (1) year from the time the job opening is filled. In any event, your personal data will not be used for any other purpose than those stated in this Privacy Policy. In accordance with the above, VIDEOSYS will ensure the deletion of your personal data once the retention period has lapsed.

## **CHILDREN'S PRIVACY PROTECTION**

**This Site is designed for use by adult natural persons and is not in any way targeted or intended for use by natural persons under the age of eighteen years. Minors should always use and access the Site under supervision, or with permission, of their parents or authorized representatives. As such, VIDEOSYS will not knowingly collect or maintain data from children. If we discover, or are notified of, personal data from a child on the Site, we will eliminate that data unless his or her authorized representative consents to such use.**

**Videosys Broadcast Ltd**  
Unit 1-2 Forest Barn Farm  
Turners Hill Road  
Turners Hill  
West Sussex RH10 4QH  
+44 (0)1293 541200



## **COOKIES**

Cookies are small text files which, depending on your browser settings, may be automatically stored on your device's hard drive when your Web browser accesses a specific Web page. Cookies provide us information about your browser and its version, the URL clickstream (the order in which you visit single pages of our service), the date and the duration of your visit on our portal, for example to know which content on our website is visited the most and intensively. They may be used for a number of purposes, to store your preferences for certain kinds of information and marketing offers, or to store your registration information so that you do not have to provide this information every time you return to the Site. We neither retrieve your name, your physical address nor your email address. VIDEOSYS, and in some cases its Service Providers, use the cookie data to improve its performance. You may not be able to use certain aspects of the Site or your use of the Site may be less than optimal if your browser is set to reject cookies. Most browsers accept cookies automatically. The types of cookies we use, are divided in the following general categories:

### **Essential Cookies:**

These cookies are required to facilitate our website. This includes, but is not limited to, cookies we or our Service Provider uses to authenticate users on our website. By disabling these cookies, you may not be able use all functionalities of the Site.

### **Functional Cookies:**

These non-essential cookies help in providing you an enhanced use of our website. These cookies collect non-personalized data of the use the Site, which helps us to learn how we can optimize the Site. By disabling these cookies, you may be unable to use certain aspects of the Site and certain functionalities may not be available for your use.

### **Advertisement Cookies:**

These cookies may be used by VIDEOSYS or its service providers to personalize the advertising on our website. The cookies are used for "Interest-Based Advertising". Disabling these cookies will not limit your use of the Site.

### **Disabling Cookies:**

If you would like to deny the storage of cookies on your device, you can disable the storage of cookies in your browser settings. For doing so, please see [www.aboutcookies.org](http://www.aboutcookies.org). You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit the Site and some parts of our Service and functionalities may not work.

**Videosys Broadcast Ltd**  
Unit 1-2 Forest Barn Farm  
Turners Hill Road  
Turners Hill  
West Sussex RH10 4QH  
+44 (0)1293 541200



### **THIRD PARTIES**

The Site may contain links to other websites, provided solely as a convenience to you. You are under no obligation to use any of these links, however, should you elect to do so, please be aware that third party websites have separate content, privacy and data collection policies. VIDEOSYS accepts no responsibility whatsoever for these independent policies.

*This Policy has been updated on 28 August 2018*