

Website Policy Statement

Website Terms and Conditions

Each time you access or use www.keyenvirosolutions.co.uk and/or our mobile device application (collectively the "Website"), you are deemed to accept these terms and conditions.

"We" means Key Enviro Solutions Online Ltd, and "our" shall be construed accordingly. "You" means the person firm company or organisation browsing and/or using the Website, and "your" shall be construed accordingly. "Key Enviro Solutions Corporate Family" means all companies connected with us. A company is connected with us if it is: (i) a subsidiary or holding company of us; (ii) controlled by the same person(s) who control us or our holding company; (iii) a subsidiary or holding company of any company in (i) or (ii) above; or (iv) in the same group as any company under (i), (ii) or (iii) above. "Subsidiary" and "holding company" shall be as defined in section 1159 of the Companies Act 2006. The term "control" shall have the same meaning as defined in Section 416 of the Income and Corporation Taxes Act 1988. Two companies are in the same group if they share the same ultimate holding company.

Interruptions and Omissions in Service

Whilst we try to ensure that the standard of the Website remains high and to maintain the continuity of it, the internet is not an inherently stable medium, and errors, omissions, interruptions of service and delays may occur at any time. We do not accept any liability arising from any such errors, omissions, interruptions or delays or any ongoing obligation or responsibility to operate the Website (or any particular part of it) or to provide the service offered on the Website. We may vary the specification of this site from time to time without notice.

Links to other Sites

On this site you will be offered automatic links to other sites which we hope will be of interest to you. We do not accept any responsibility for or liability in respect of the content of those sites, the owners of which do not necessarily have any connection, commercial or otherwise, with us. Using automatic links to gain access to such sites is entirely at your own risk.

Information on this Site

Whilst we make every effort to ensure that the information on our Website is accurate and complete, some of the information is supplied to us by third parties and we are not able to check the accuracy or completeness of that information. We do not accept any liability arising from any inaccuracy or omission in any of the information on our Website or any liability in respect of information on the Website supplied by you, any other website user or any other person.

You're Use of this Site

You may only use the Website for lawful purposes. You must not under any circumstances seek to undermine the security of the Website or any information submitted to or available through it. In particular, but without limitation, you must not seek to access, alter or delete any information to which you do not have authorised access, seek to overload the system via spamming or flooding, take any action or use any device, routine or software to crash, delay, damage or otherwise interfere with the operation of the Website or attempt to decipher, disassemble or modify any of the software, coding or information comprised in the Website.

You are solely responsible for any information submitted by you to the Website. You are responsible for ensuring that all information supplied by you is true, accurate, up-to-date and not misleading or likely to mislead or deceive and that it is not discriminatory, obscene, offensive, defamatory or otherwise illegal, unlawful or in breach of any applicable legislation, regulations, guidelines or codes of practice or the copyright, trademark or other intellectual property rights of any person in any jurisdiction. You are also responsible for ensuring that all information, data and files are free of viruses or other routines or engines that may damage or interfere with any system or data prior to being submitted to the Website. We reserve the right to remove any information supplied by you from the Website at our sole discretion, at any time and for any reason without being required to give any explanation.

Information Submitted by You

We will and/or the Key Enviro Solutions Corporate Family will use information supplied by you to aid the recruitment process and associated administrative functions through this website. We will process any data which you provide in completing the online registration or application forms and any further forms, assessments or personal details which you complete or provide to us when using the Website in accordance with relevant data protection legislation. We explain more about your personal data in our Privacy Policy.

Please note that all Third Party agencies have agreed to our Terms and Conditions and should they be found to be in breach of the Terms and Conditions.

Transfer outside the EEA: Personal information comprising your CV may be accessed through the reed.co.uk database by third parties outside the European Economic Area ("EEA"). This could happen for instance if you apply for a vacancy where the employer is based outside the EEA.

Terms of Business

The term 'Key Enviro Solutions' or 'us' or 'we' refers to the owner of the website whose registered office is Leytonstone House, 3 Hanbury Drive, Leytonstone, London, E11 1GA. Our company registration number is 08169513. The term 'you' refers to the user or viewer of our website.

The use of this website is subject to the following terms of use:

- The content of the pages of this website is for your general information and use only. It is subject to change without notice.
- This website uses cookies to monitor browsing preferences.
- Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.
- Your use of any information or materials on this website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this website meet your specific requirements.
- This website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.
- All trade marks reproduced in this website which are not the property of, or licensed to, the operator are acknowledged on the website.
- Unauthorised use of this website may give rise to a claim for damages and/or be a criminal offence.
- From time to time this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).
- Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Northern Ireland, Scotland and Wales.

Content Rights

The rights in material on the Website are protected by international copyright, software and trademark laws and you agree to use the Website in a way which does not infringe these rights. You may copy material on the Website for your own private or domestic purposes, but no copying for any commercial or business use is permitted.

Security and Passwords

All users to the site are required to use a strong password of at least 12 characters long.

Termination

We may terminate your registration and/or deny you access to the Website or any part of it (including any services, goods or information available on or through the Website) at any time in our absolute discretion and without any explanation or notification.

Liability

We accept no liability for any loss (whether direct or indirect, for loss of business, revenue or profits, wasted expenditure, corruption or destruction of data or for any other indirect or consequential loss whatsoever) arising from your use of the Website and we hereby exclude any such liability, whether in contract, tort (including for negligence) or otherwise. We hereby exclude all representations, warranties and conditions relating to the Website and your use of it to the maximum extent permitted by law.

You agree to indemnify us and keep us indemnified against all costs, expenses, claims, losses, liabilities or proceedings arising from use or misuse by you of the Website.

You must notify us immediately if anyone makes or threatens to make any claim against you relating to your use of the Website.

Choice of Law and Jurisdiction

The use of the Website and any agreements entered into through the Website are to be governed by and construed in accordance with English law. The courts of England are to have exclusive jurisdiction to settle any dispute arising out of or in connection with the use of the Website or any agreement made through the Website.

Some of the goods or services offered through the Website may not be lawful or may otherwise not be permitted in certain countries outside the United Kingdom. If you attempt to order, receive, purchase or otherwise benefit from any such goods or services, we do not accept any liability for any losses suffered by you in using the Website which you would not have suffered had you been accessing the Website as a United Kingdom resident (including as a result of us being prevented from dealing with any application or enquiry by any law, regulation or other ruling applicable in any country).

Modern Slavery Act statement

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business. For our full Modern Slavery Act statement attached to this website

Changes to Terms and Conditions and Invalidity

These terms and conditions may be changed by us at any time. You will be deemed to accept the terms and conditions (as amended) when you next use the Website following any amendment.

If any provision of these terms and conditions is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

Registered Office

Key Enviro Solutions Limited
K.E.S. House,
109 Red Hill,
Wateringbury,
Kent
ME18 5LA
Company Number 08169513. Registered in the UK.

Privacy policy

www.keyenvirosolutions.co.uk ("the Website") is a cleaning facilities site operated by Key Enviro Solutions Limited.

This privacy policy explains how we use the personal information we collect about you when you use the Website.

If you register on the Website as a recruiter and provide us with personal data, we will process such personal data on the basis that it is necessary to do so in order to perform the contract you enter into with us.

Registration with and use of the Website we will process your personal data on the basis set out below as it is in our legitimate interests to do so following your registration.

What Information do we collect about you?

We collect personal data about you when you register with the Website. We do so in order to provide you with the services that are available through the Website.

The personal data that we collect includes your name, email address and telephone number. If you are a work seeker we will also ask for details of the kind of work you are looking for and your preferred work location. If you decide to upload a CV, cover letter, personal statement or other similar document or information we will keep that information for as long you want to keep your account with the Website.

If you choose to take any assessments available through the Website we will also maintain a record of your responses to and results of those assessments.

What do we do with your personal data?

We use your personal data to enable us to process your order and carry out your cleaning services.

Marketing

We use Google Analytics to track visitors on our website. This data is anonymous. Full details can be found in the Google Analytics Privacy policy <https://www.google.com/analytics/learn/privacy.html?hl=en-GB>

Data Sharing and Transfers

Your personal data is stored on our servers which are in the European Economic Area. If we share your personal data with any third party service provider in the course of providing you with our services, those third parties are required to process your data in accordance with contracts which comply with data protection legislation.

Access to your information and correction

We want to make sure that your information is accurate and up-to-date and will delete or amend any information that you think is inaccurate. Should you wish to delete your account please contact us via our company email..

Cookies

Cookies are text files placed on your computer to collect standard internet log and visitor behaviour information. This information is used to track visitor use of the Website, to compile statistical reports on Website activity and to help us make recommendations that are relevant.

Changes to our Privacy Policy

We keep our privacy policy under regular review and we place any updates on this web page. This policy was last updated on 15th May 2018

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

By email

or write to us at Data Protection Officer, Key Enviro Solutions Limited K.E.S. House 109 Red Hill Wateringbury Kent

How do you remove your name from the database?

You can contact us to request for your account to be closed at any time, which will be confirmed by Key Enviro Solutions within 48 hours of your request.

How can you obtain information held about you?

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information please email us

Your security on reed.co.uk

At reed.co.uk, we're committed to helping you find the right job in a safe and secure environment.

On these pages, you can learn more about some of the most common internet security threats, what you can do to protect yourself, and what we do to ensure your details remain secure.

Phishing:

Phishing emails are an increasingly common method used to try and gain access to personal details in order to carry out fraud or identity theft

Whilst phishing emails can seem very professional, there are usually a number of clues to alert you to the fraudulent nature of the emails. When reading an email claiming to be sent from Key Enviro Solutions Limited .co.uk, you should always keep the following questions in mind:

- **Are you being asked to provide your password?** Key enviro solutions will **never** ask you to provide your password in response to an email or phone call.
- **Are there spelling and grammar mistakes in the email?** Phishing emails often originate from outside the UK and spelling and grammar mistakes are common.
- **Are you being threatened with losing access to your account?** Phishing emails sometimes make it seem like you'll lose access to your account unless you download something or provide your sign in details. Key enviro solutions will never ask you to do anything like this in order to keep your account open.

If you're suspicious of any email you receive from Key enviro solutions, please contact us with the subject line of the email, and the email address it was sent from.

Spoofing:

Spoofing occurs when a criminal creates an exact copy of a website in order to make a fraudulent company look legitimate. A spoofed website will usually look exactly the same as the website of a legitimate company, but with a slightly different web address (e.g., '.biz' instead of '.com' or '.co.uk'). If you're suspicious of any website you're directed to as a result of your dealings with Key Enviro Solutions, please contact us and we'll investigate.

Identity theft

Identity theft occurs when an individual steals personal details from someone else, and uses the information to fraudulently impersonate that individual. Victims of ID theft often find that their details are used to open bank accounts and obtain credit in their name.

Identity theft can only take place where a criminal has been able to gain access to enough personal details to create false documents in another person's name. In order to avoid becoming a victim of identity theft:

- Never give out sensitive personal information such as your bank details, date of birth, National Insurance number or a copy of your passport in relation to an email
- Look out for spelling and grammar mistakes in emails you receive
- Never give out your sign in details in response to an email

If you suspect that you've been a victim of identity theft, you should contact the police as soon as possible. Details on how to report a fraud can be found [here](#).

What you can do to protect yourself

Account security

Online security risks can be minimised simply by ensuring that your password is always kept secure. We recommend you follow the password security advice below:

- Always use a password which is personal and does not contain your name, email address or the word 'password'
- Ensure your password contains both letters and numbers
- Never give your password out to anyone - we will **never** ask you for your password
- Change your password at least once every three months
- Take a moment to memorise your password so you don't need to write it down
- Try and use a different password for each different website you use

CV security

Uploading your CV to Key Enviro Solutions, to ensure your security online, you should never include any of the following in your CV:

- National Insurance number
- Driving license number
- Bank details
- Credit card details
- Passwords
- Date of birth

General advice

It's always important to be mindful of your security and safety online. Look at our top 10 tips to staying safe online to make sure you're not putting yourself at risk.

- **If it looks too good to be true, it probably is.** Be wary of offers for jobs paying a high salary for working from home.
- **Never provide personal details when looking for a job.** There's no need for a recruiter to request your bank details before you've been through the interview process and been offered a role.
- **Never agree to process funds through your personal bank account on behalf of a company.** Any legitimate company will have corporate accounts, so would never ask you to do this.

- **Never provide your personal details over a non-secure connection.** If you're being asked to enter sign in details, look for the "https://" at the beginning of the website address.
- **Don't put personal information on your CV.** Recruiters don't need to see your date of birth or NI number on your CV.
- **Look out for bad spelling and grammar.** Email scams often originate from outside the UK so may not contain perfect English.
- **Never provide your username and password in an email purporting to be from key enviro solutions** we'll never ask you to provide this information in an email.
- **Keep your password secure and up-to-date.** Passwords should be changed at least once every three months and shouldn't contain your name, email address or the word 'password'.

If you think you have been the victim of online fraud, we recommend you report it to Action Fraud, the national fraud and internet crime reporting centre, who will be able to advise you further.

You can contact Action Fraud on 0300 123 2040, or visit their website for advice <http://www.actionfraud.police.uk/>

Approval

This statement has been approved by the Group's board of directors who will review and update it annually.

Managing Director's signature:



Paul Openibo

Managing Director

Date: 1st January 2021

Revised Date: 1st January 2022