

# Confidentiality Policy

## Our Correspondence with You

During the course of your correspondence with European Tech Recruit you may find yourself in possession of sensitive information, the disclosure of which could be construed as a breach of confidentiality.

You are not permitted to transfer company data or information to third parties without our express consent.

## Email / Digital Correspondance

Often our e-mails or digital correspondance contains confidential information and is, therefore, intended only for the individual the message is addressed to.

If you are not the named addressee you should not disseminate, distribute or copy the e-mail or information.

Please notify the sender immediately by e-mail if you have received an e-mail by mistake and delete the e-mail from your system.

E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses.

The sender therefore does not accept liability for any errors or omissions in the contents of their message, which arise as a result of e-mail transmission.

If verification is required please request a hard-copy version.