



# ExamSure

PROFESSIONAL EXAM & ASSESSMENT STAFFING

## Privacy Notice

This Privacy Notice explains how *ExamSure* collects and processes personal data relating to client contacts.

### Scope & Applicability

This policy applies to all clients of *ExamSure* and should be read alongside the Client Terms & Conditions and any agreed service documentation.

### 1. What data we collect

We may collect:

- Names and contact details of client representatives
- Role and organisation details
- Invoicing and billing information
- Correspondence relating to services

### 2. How we use this data

We use client data to:

- Deliver staffing services
- Communicate regarding bookings and assignments
- Issue invoices and manage payments
- Meet legal and regulatory obligations

### 3. Data sharing

Client data is shared only where necessary, for example with:

- Payroll or accounting providers
- Legal or regulatory authorities where required

### 4. Data retention

Data is retained only for as long as necessary for contractual, legal, and operational purposes.