



## **TERMS AND CONDITIONS**

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By using this website, you agree to comply with these terms and conditions as they apply from time to time. If you do not agree, please do not use the website.

Our recruitment services and our business relationship with you is also subject to our standard Terms of Business for clients and candidates, which can be provided by one of our consultants when you are discussing your recruitment needs. We may change these Terms and Conditions at our discretion and without notice and we suggest that you visit this page regularly to keep up to date with any changes.

This website resides on a server in Hong Kong. Accessing and using this website is governed by the Hong Kong SAR laws and regulations, and the parties submit to the courts, of that jurisdiction.

Circle Recruitment Limited does not represent that it holds any authorizations or approvals required to provide its services in any or all jurisdictions where the information or material on this website may be viewed or received. We will make all reasonable efforts to ensure that our website is running smoothly and is without faults. However, we recognize that there may be occasions where the website is temporarily unavailable and we reserve the right to amend, suspend or discontinue any features, databases, and content of our website.

Access to and use of the website of Circle Recruitment Limited is subject to the following terms:

### **Use of Website**

The purpose of this website is to provide you with our services and general information. You must not breach any term of our Acceptable Use Policy set out below.

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While Circle Recruitment Limited uses reasonable care in compiling and presenting the information and materials on this website, we make no representation or warranty whatsoever regarding the accuracy, currency, completeness, adequacy, suitability or operation of this website, any services we may provide through it or the information or material it contains. The information and materials on this website is intended to provide a general guide only.

If any warranty cannot be excluded, to the maximum extent permitted by law, Circle Recruitment Limited's liability will be limited to resupply of the relevant service, the cost of resupplying the service or the cost of repairing the services, at our option. Circle Recruitment Limited will not be responsible or liable for any indirect, consequential, incidental, exemplary, punitive or special damages, loss, and liability or expense in any event.

### **Information Submission on Our Website**

If you submit your details (i.e. CV and portfolio), or apply for a job, you must ensure that the details provided by you at that or at any other time are up to date, truthful, accurate and complete.

You must immediately update and inform us of any changes to your information that you whether it be by making relevant changes to your details (i.e. CV and Portfolio), so that we can communicate with you effectively and provide accurate up to date information to potential employers.

Any information submitted may be accessed by our business alliance partners with your consents.



## **Email Messages**

Email messages and/ or details (i.e. CV and Portfolio) sent to us over the Internet cannot be guaranteed to be completely secure. We are not responsible for any damages incurred by users if they send a message and/ or details (i.e. CV and Portfolio) to us, or if we send a message to them at their request over the Internet. We are not responsible in any way for any special, direct, indirect, incidental, consequential, or other damage, loss or expense arising out of or in connection with the use of this website.

## **Aggregate information**

We may gather information and statistics collectively about all visitors to this Site which may include the information supplied by you which will help us to understand our users thereby creating a better recruitment process. We will not disclose candidate's names or personal data. All data will be in aggregate form only. We believe this information helps us determine what is most beneficial for our users and how we can continually improve our online service. We may share this kind of aggregate data with selected third parties to assist with these purposes. Personal data is processed by us in accordance with our Privacy Policy.

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### **Contacting Us**

Please feel free to contact us with queries, requests, or comments you may have about our Terms and Conditions. We welcome any communication via the email address supplied here:

Attention: Administrative Officer

[admin@circlerecruitment.hk](mailto:admin@circlerecruitment.hk)

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