

# **XAFEN LTD – LEGAL POLICIES**

This document contains the Privacy Policy, Terms and Conditions, and Accessibility Statement of Xafen Ltd. These policies apply to all users of our website and services.

# 1. Privacy Policy

Xafen Ltd is committed to protecting your personal data and respecting your privacy in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We collect personal data including but not limited to names, contact details, employment history, CVs, and other recruitment-related information provided by candidates or clients.

Personal data is processed for recruitment services, client communications, legal compliance, business operations, and service improvement.

Xafen Ltd does not sell personal data. Data may be shared with clients, service providers, or authorities where legally required.

We retain personal data only for as long as necessary for recruitment and legal purposes.

You have the right to access, rectify, erase, restrict, or object to processing of your personal data, and the right to lodge a complaint with the Information Commissioner's Office (ICO).

Appropriate technical and organisational security measures are in place to safeguard personal data.

## 2. Terms and Conditions

These Terms and Conditions govern your access to and use of the Xafen Ltd website and services. By using our website, you agree to these terms in full.

Xafen Ltd provides recruitment, consultancy, and related professional services. We do not guarantee job placement or employment outcomes.

Users must provide accurate and lawful information and must not misuse the website or services.

All website content, branding, and intellectual property belong to Xafen Ltd unless otherwise stated and may not be reproduced without written consent.

Xafen Ltd shall not be liable for any indirect, incidental, or consequential losses arising from the use of our website or services.

We reserve the right to modify or withdraw services and update these terms at any time without prior notice.

These terms are governed by and construed in accordance with the laws of England and Wales. Any disputes shall be subject to the exclusive jurisdiction of the courts of England and Wales.

### 3. Accessibility Statement

Xafen Ltd is committed to ensuring digital accessibility for all users, including individuals with disabilities.

We aim to comply with the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA wherever reasonably practicable.

Our website is designed to be compatible with common assistive technologies such as screen readers and keyboard navigation.

We continuously review and improve accessibility across our digital platforms.

If you experience any accessibility barriers, please contact Xafen Ltd so we can address the issue promptly.