

# What is Spam?

"Spam" is unsolicited email messages including commercial email, bulk email and junk email sent to individuals who have not given their consent to receive such messages, who have not requested information contained in such messages and who have no prior professional or personal relationship with the sender. Spam also includes Usenet and message board messages, which are unrelated to the topic of discussion of the particular news group or message board.

**\*\* WE DO NOT SEND OR TOLERATE SPAM! \*\***

## Anti-Spam Policy

Zubka.com does not authorise the use of its computers, servers, routers, network and software (the "Service") to accept, transmit or disseminate unsolicited bulk e-mail. It is also a violation of Zubka.com policy, and the law, to send or cause to be sent email that makes use of or contains invalid or forged headers or other means of deceptive addressing.

Zubka.com does NOT permit the harvesting or collection of usernames or email addresses from any of the Zubka.com sites for the purpose of sending unsolicited email. Any such action constitutes a violation of Zubka.com policy and will not be tolerated.

Zubka.com reserves the right to take all legal and technical steps available to prevent unsolicited bulk email or other unauthorised email from entering, utilising or remaining within the Service. Such action may include, without limitation, the use of filters or other network devices, immediate termination of the Service, and prosecution of offenders through criminal or civil proceedings.

No part of this policy shall be construed to grant any right to transmit or send email to or through the Service, and in no event shall any failure by Zubka.com to enforce this policy constitute a waiver of Zubka.com's rights. Please report breaches of Zubka.com's Spam Policy to [admin@Zubka.com](mailto:admin@Zubka.com). Please make sure to include complete headers of the suspect email.

## Incoming E-Mail Policy

As part of Zubka.com's policy against spam we operate automated spam filtering on all incoming email. If you think your email to Zubka.com has been caught by our spam filters, and you are not sending unsolicited email, please try one or more of the following options to reduce the chance of it being caught by our filters:

- Disable/remove any HTML content and/or attachments

- Scan any attachments for viruses
- Check the wording of your email to ensure it does not read similar to that of an Organisation that typically sends unsolicited promotional material (i.e. 'Premium Meds' or 'The Ultimate Stock Tip').

Although the filters don't usually catch legitimate email, no email filtering system is completely foolproof and we apologise in advance for any inconvenience. For further assistance please e-mail us at [admin@Zubka.com](mailto:admin@Zubka.com)

## Outgoing E-Mail Policy for Registered Zubka Users

Your e-mail address stored in our database has been added by voluntarily opting-in to receive product and service information from Zubka.com.

### **The different types of e-mails that we may send you include:**

#### 1) Registration Confirmation

When you complete our registration process as a referrer or a hirer you will be sent confirmation via e-mail and a “magic link” to access the site and confirm your detail. We capture the IP address of the computer you used to register for verification purposes. *The confirmation e-mail will come from [systems@zubka.com](mailto:systems@zubka.com).*

#### 2) Password Reminders

If you have misplaced your password our sites have a “password reminder” facility. When you enter the e-mail address that you registered with and click “submit” you will receive an email with a link to your memorable question. You will then be able to choose a new password. *This e-mail will come from [systems@zubka.com](mailto:systems@zubka.com)*

#### 3) Vacancy Expiry

You will be alerted that your vacancy is going to expire through a reminder sent via e-mail. *The confirmation e-mail will come from [systems@zubka.com](mailto:systems@zubka.com).*

#### 4) Jobs Alerts by Email

You can choose to receive jobs-by-email by logging in to your account and saving a search. You select a criteria and location – when a vacancy “hits our site” matching this criteria it is e-mailed at the requested timescale to the e-mail address supplied when registering (this can be “turned off” as simply as it was “turned on”). However, you will only receive an alert when there is a suitable match. *This e-mail will come from [systems@zubka.com](mailto:systems@zubka.com).*

*\*\*all of the emails above are sent to you as a direct result of your activity on the Zubka site\*\**

#### 5) Newsletters and Marketing Emails

Zubka.com occasionally e-mails information on new site launches, offers and promotions, improvements to the sites functionality etc to registered users of the site who have indicated that they are happy to receive this. These newsletters are an important means for disseminating important information, however, always contain an “unsubscribe” link.

*This e-mail will come from [newsletter@Zubka.com](mailto:newsletter@Zubka.com)*

#### Outgoing E-mails sent by Registered Users to Third Parties

Zubka provide a service whereby Registered Users are able to upload their own contact email addresses to communicate with potential prospects, hirers and individuals they would like to join the Zubka network. These email addresses are stored on behalf of registered users of Zubka, however, Zubka can accept no responsibility for the actions of its users in respect of their personal data.

#### 1) Introduce a Friend

If a friend or colleague enters your e-mail address in our “introduce-a-friend” facility you will be sent a link to our site accompanied with information from your friend / colleague. *This e-mail will be shown to come from your introducers email address.*

#### 2) Vacancy Applications

Referrers visiting our sites can make a referral to a vacancy they see providing they are registered with us. *This e-mail will come from the referrers chosen name at [Zubka.reply@www.zubka.com](mailto:Zubka.reply@www.zubka.com).*

#### 3) Contact by Referrer

You may receive emails from Referrers requesting more information. *This e-mail will come from the referrers chosen name at [Zubka.reply@www.zubka.com](mailto:Zubka.reply@www.zubka.com).*

#### *Zubka.com Spam Policy*

For further details please contact us on [info@Zubka.com](mailto:info@Zubka.com) or call **01628 661123**, or from overseas call **+44 1628 661123**.