

## **Privacy Policy**

### **Conduct**

The privacy of personal information is very important to Cresswell & Co. This statement summarises the types of information Cresswell & Co collects about you, the purposes for which we use the information and how it is handled, and steps we take to protect personal information and aim to satisfy the EU General Data Protection Regulation.

### **Information We Collect**

Cresswell & Co is an executive search firm providing services to clients looking to recruit personnel for their businesses. The typical personal information we may collect from you are CV/resume, name, title/position, contact details, current and previous employment details, compensation details, your skills, educational details, professional qualifications and experience. In addition we may collect from you references, evidence of identity and right to work in the UK or relevant jurisdiction.

On occasions this may also include sensitive personal information, where you have given explicit consent.

### **Cookies**

We do not use cookies to collect personal information.

### **Sources of Personal Data**

The main source of information is provided by you while searching for a new opportunity and during the stages of a recruitment process. In addition we may use publicly available sources, for example LinkedIn and publicly available information in the media and social media.

### **Use and Disclosure of Information**

Personal information will be held, used and disclosed in connection with the legitimate business purposes of our executive search service. To match your details with specific jobs, and to send your personal information (including sensitive personal information) to a potential employer. Also to retain your details and notify you of future roles.

### **The Legal Basis for Processing Personal Information for Candidates and Clients**

Processing is necessary for our legitimate interests to match details and assess suitability with potential roles.

Processing of personal data for clients and suppliers will be necessary for entering into or performing a contract for you and in providing a service to you or receiving goods and services.

Personal information may be shared where disclosure may be required by law, or in order to establish, exercise or defend our legal rights.

### **Retention of Personal Data**

We will hold your personal data for as long as necessary to perform the services you require and to comply with our legal obligations. We often work with candidates over many years and the retention of data is often ongoing. We regularly review data to ensure it is accurate, current and reliable for current use and data is not held too long.

### **Your Rights**

Right of access

You have the right to request a copy of the personal information we hold about you.

Right of Correction

You have the right to have data corrected if it is not accurate or complete

Right to Erasure

You have the right to be forgotten and to request the personal information we hold about you is erased

Right to Restrict Processing

You have the right to restrict the processing of your personal data and request there is no further use of your personal data. This includes objecting to processing for direct marketing

Right of Data Portability

You have the right for your personal data to be obtained in a format that enables the transfer of information to your or a third party organisation from our IT systems

Consent

Where you have given consent to the processing of your personal information, you can withdraw your consent at any time

Complaint

You are entitled to lodge a complaint with the UK Information Commissioners Office

### **Contact**

If you have any enquiries about our privacy policy or the processing of your data, including to exercise your rights as listed above please write to us at Data Controller, Cresswell & Co, 1 King Street, London, EC2V 8AU. Alternatively please email us at [emc@cresswellandco.com](mailto:emc@cresswellandco.com)