

Perrot Partners Recruitment Limited (“We”, “us”) is dedicated to safeguarding and preserving your privacy in respect of the personal data you provide to us or in communicating electronically with us. This Privacy Policy, together with our terms of business, provides an explanation as to what happens to any personal data that you provide to us, or that we collect from you.

We do update this Policy from time to time and you should review it regularly. The current policy is published on our website.

For the purpose of the Data Protection Act 2018 our Data Controller is **Richard Perrott** and he can be contacted at **Perrott Partners Recruitment Limited, 6th Floor Capital Tower, 91 Waterloo Road, London SE1 8RT.**

INFORMATION WE COLLECT

We are a recruitment agency and recruitment business. We introduce candidates to clients for permanent employment, fixed-term contract and temporary worker placements or independent professional contracts. The collection, use and transfer of personal information is a fundamental and an essential part of this process and we are committed to safeguarding the personal information of our clients, candidates and others that we work with.

Please read the following carefully to understand how we collect and use your personal information as a data controller, when you interact with us either through our website, through job sites or directly with us. Personal information is information that can be used to identify you, for example your name, address, email address.

We review our privacy policy regularly. Where the policy has been updated, this will be clearly identified by reference to the date of the policy above. We encourage you to check our privacy policy regularly. The information you provide can identify you individually and includes items such as your name and email address and is used to send requested information, newsletters and to respond to enquiries.

YOUR INFORMATION

What personal information do we collect?

CLIENTS

We collect, store and use your contact details including your name, email address and work and personal telephone numbers which you provide directly to us.

CANDIDATES

We collect the following personal information:

- Name, job title, address, telephone number and email address;
- CV which may include your date of birth, education and employment history, your competencies and skills.
- Third party referee information which will include the name and contact details of your referee.
- Links to your professional profile on business social media, e.g. LinkedIn and other social media personal information.

- Any other personal information you choose to share with us which may include current salary, aspirational salary, notice period and from time to time, special or sensitive personal information.
- Gender when requested by our clients as part of their diversity and inclusion reporting.
- Information captured in any contact forms available on our website.

Special category personal information:

We process the following special category personal information and only with your prior consent:

- Information relating to your health which you choose to share with us and which you feel is relevant to a role you are interested in. We do not share this information with our clients however, we will ensure that your need for any workplace adjustments is shared with our clients.
- Information relating to your race, religion and sexual orientation when requested by our clients as part of their diversity and inclusion reporting.

Where personal and special category personal information is collected by us for our clients' diversity and inclusion reporting, we anonymise your response before sharing the information with our clients.

STORING YOUR PERSONAL DATA

The services provided by this website and data stored are hosted on servers located in the United Kingdom. We will take all reasonable steps to make sure that your data is treated securely and in agreement with this Privacy Policy.

Data that is provided to us is stored on our secure servers.

The transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own risk. Where we have given you (or where you have chosen) a password so that you can access certain parts of our site, you are responsible for keeping this password confidential.

DISCLOSING YOUR INFORMATION

CANDIDATES

We use your personal information:

- to provide you with recruitment services in relation to a current role which you have either applied for or which we consider you would be interested in and for future roles that are similar to those you have expressed interest in;
- to keep in touch to discuss your career aspirations and ensure you wish to remain registered with us;
- to address any enquiries you may have or if you have complained to us about something;
- to meet our own legal obligations in relation to auditing, financial reporting and governance;
- to defend our legal rights; and
- to comply with legal obligations.

We process your personal information on the basis of our legitimate business interest and in order to perform contracts we have in place with you.

CANDIDATES and CLIENTS

We also share your personal information with:

- our suppliers providing recruitment specific IT but only where those suppliers provide us with software support services; and
- suppliers supporting the day-to-day running of the business e.g. our professional advisors, telephone and internet companies, suppliers of non-recruitment specific software etc.

Where we share your information with our suppliers, we do so only where those companies have appropriate technical and organisational measures in place to ensure the security of your personal information and any processing they undertake is only carried out on the basis of our instructions.

Where required by law or competent authority, we will share your personal information with regulators, courts, government departments and law enforcement agencies. We will inform you of this before we share your personal information unless we are legally prevented from doing so.

Third party links

You might find links to third party websites on our website. These websites should have their own privacy policies which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

Use of cookies

On occasion, we may gather information about your computer for our services and to provide statistical information regarding the use of our website.

Such information will not identify you personally, it is statistical data about our visitors and their use of our site. This statistical data does not identify any personal details whatsoever.

Similarly to the above, we may gather information about your general internet use by using a cookie file. Where used, these cookies are downloaded to your computer automatically. This cookie file is stored on the hard drive of your computer as cookies contain information that is transferred to your computer's hard drive. They help us to improve our website and the service that we provide to you.

All computers have the ability to decline cookies. This can be done by activating the setting on your browser which enables you to decline the cookies. Please note that should you choose to decline cookies, you may be unable to access particular parts of our website.

Access to information

The Data Protection Act 2018 gives you the right to access the information that we hold about you. Please note that any request for access may be subject to payment of a fee of GBP20, which covers our costs in providing you with the information requested. Should you wish to receive details that we hold about you please contact us using the contact details below.

Contacting us

We welcome any queries, comments or requests you may have regarding this Privacy Policy. Please do not hesitate to contact us at richard@perrottpartners.co.uk