



Privacy policy for DATAHEAD Recruitment Limited – GDPR Compliance

DATAHEAD Recruitment Limited takes the privacy of our clients and candidates seriously and are committed to protecting and respecting your privacy.

We are a specialist recruitment consultancy, providing our clients and candidates with professional recruitment advisory services. DATAHEAD Recruitment Limited acts as a controller of personal data.

This notice together with our terms of use sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a new regulation which replaces the Data Protection Regulation (Directive 95/46/EC) The Regulation aims to harmonise data protection legislation across EU member states, enhancing privacy rights for individuals and providing a strict framework within which commercial organisations can legally operate.

Even though the UK has expressed its intention to leave the EU in March 2019, the GDPR will be applicable in the UK from 25th May 2018. The Government intends for the GDPR to continue in UK law post Brexit and has also introduced a Data Protection Bill to replace the current Data Protection Act in due course.

Your new rights under the GDPR are set out in this notice.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purposes of data protection legislation in force from time to time the data controller is DATAHEAD Recruitment, 7 Bell Yard, London, England, WC2A 2JR

Clause 1 How we receive information and how we may use it

DATAHEAD Recruitment Limited receive your personal data when you apply directly for an advertised role via our website; when you apply directly to be a candidate for whom we can facilitate a job search or via a third party when you respond to a job post placed by DATAHEAD Recruitment Limited on a job board on behalf of a third party client.

This statement explains how we process personal data received into our organisation. When you register with DATAHEAD Recruitment Limited you hereby consent to us collecting and storing your personal information. This may include but is not restricted to your name; contact details; address; employment history; mobility and education.

During telephone conversations and face to face interviews we may collect personal information with regard to employment preferences, strengths and work experience which may be stored on your personal record. This information facilitates our ability to support your job search and to provide a basis for recommendation when short-listing candidates for a particular role. By explicitly providing consent when you register with DATAHEAD Recruitment Limited you are providing permission for our storage of this information. DATAHEAD Recruitment Limited will never share personal information or a Curriculum Vitae with a third party without your explicit consent.



Your consent includes explicit consent to retain your personal details until such time as you wish us to delete your records from our database or refrain from further engagement. With no subsequent contact, your information/records will be deleted after a 24 month period.

If you do not consent to DATAHEAD Recruitment Limited storing your personal data or setting up a personal registration for you, please do not submit your Curriculum Vitae for any roles advertised on our website or via Third Party job boards. Please note that you have the right to withdraw your consent at any time.

Clause 2 Job Alerts

We may on occasions contact candidates stored in our database who are not actively looking for a new role. By providing consent to our storage of your personal data you are also providing consent to us contacting you if we receive details of a role which specifically matches your career aspirations. We will only do this where you, the potential candidate, meet a detailed brief provided by one of our clients, and where you have provided explicit consent to us storing and using your data.

Please note that you have the right to withdraw your consent at any time.

Clause 3 Our Promise to our candidates

We will never share our candidates' personal details or Curriculum Vitae with a third party without the candidate's explicit consent, and then we will only share the personal information with that one company or individual for the purpose of making a Curriculum Vitae introduction to the hiring business or when arranging interviews.

Please note that you have the right to withdraw your consent at any time.

Clause 4 Contacting Recruitment Consultants directly

If you contact a member of DATAHEAD Recruitment's team directly and request they consult with you regarding your job search, or regarding a particular job role, you are giving your consent to DATAHEAD Recruitment Limited processing your email and the data contained within your email for lawful purposes, as per Clauses 1 and 2 above.

By sending an updated Curriculum Vitae directly to a member of staff at DATAHEAD Recruitment Limited you are giving consent DATAHEAD Recruitment Limited processing and storing that information, as per Clauses 1 and 2 above. As referred to in Clause 2 of our privacy notice, we will not share your information with any third party without your explicit consent.

Clause 5 Request to have personal data amended

It is likely that over time your employment history is likely to change during the course of your career. DATAHEAD Recruitment Limited will update your registration within 14 days of receiving an updated Curriculum Vitae.

Under the GDPR Act you have the right to ask for access to your personal information. Once DATAHEAD Recruitment Limited has verified your identity we will provide the information you requested within 30 days.

In the unlikely event you find inaccurate personal data stored about you by DATAHEAD Recruitment, you must advise us immediately and we will make the necessary amendments.

Please note, DATAHEAD Recruitment Limited reserve the right to store all contact information for a period of up to 24 months, in the legitimate interest of recruitment activity in support of your job search.

Clause 6 Request to have personal data removed or deleted



Upon receipt of a request to delete an individual's personal registration, DATAHEAD Recruitment Limited will ensure that your personal record is deleted within 30 days.

In the event that you wish to be erased from our DATAHEAD Recruitment Limited you should contact info@thedatahead.co.uk Please make it clear that you wish to be erased, rather than simply marked as no longer job seeking.

Clause 7 Notification of Breaches

Whilst DATAHEAD Recruitment Limited do not store, or at any time request, financial information from candidates, we do store highly personal information contained within your Curriculum Vitae. We are aware of our responsibility as a Recruiter to protect your information and to only share details with third parties upon receipt of your explicit consent. All of our systems are protected, and our CRM software contains built in features that enable GDPR compliance. Only DATAHEAD Recruitment Limited staff and consultants working for DATAHEAD Recruitment Limited have access to the personal information stored in your registration.

In the unlikely event that our computer systems are compromised and there is a potential loss of confidentiality we will report this breach to you promptly to protect your rights, freedoms and interests.

Clause 8 Access

If DATAHEAD Recruitment Limited receive a request for access to personal information we will verify your identity before releasing your personal data to you. We will not release information to any third party.

If you would like to make a request for access to your personal information, please contact:

info@thedatahead.co.uk

Alternatively, you can contact by writing to us at:

DATAHEAD RECRUITMENT LIMITED

7 Bell Yard, London, England, WC2A 2JR

Clause 9 Complaints procedure

If you have a complaint about the way your data is stored or handled by DATAHEAD Recruitment, please

contact us at: info@thedatahead.co.uk

Alternatively, you can contact by writing to us at:

DATAHEAD RECRUITMENT LIMITED

7 Bell Yard, London, England, WC2A 2JR

Clause 10 Changes to our Privacy Policy

This privacy policy may be changed by DATAHEAD Recruitment Limited, at any time. Any changes to our Privacy Policy will be updated on our website. If you have any questions or concerns, please email us at info@thedatahead.co.uk