



## Privacy Policy – 25<sup>th</sup> May 2018

### Designed to protect you, how we handle your information and who we share it with.

Macgregor Cavendish is the controller responsible for your personal data (collectively referred to as the "Company", "we", "us" or "our" in this privacy policy).

We have appointed a data protection officer ("DPO") who is responsible for overseeing questions in relation to this privacy policy. If you have any questions, including any requests to exercise your legal rights, please contact the DPO using the details set out below:

**Email:** [dataprotectionofficer@macgregorcavendish.co.uk](mailto:dataprotectionofficer@macgregorcavendish.co.uk)

**Postal address:** Macgregor Cavendish Whiteley Lane, Fareham, Hampshire, PO15 6RW

**Telephone number:** +44 07740 822235

You have the right to make a complaint at any time to the relevant supervisory authority. In the UK this is the Information Commissioner's Office (ICO, [www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

#### Changes to the Privacy Policy and your duty to Inform us of changes

This policy was last updated on the date shown at the top of the document. We reserve the right to make further changes to this policy from time to time. We will always notify you in advance of any changes that involve a new use of your data that may not be compatible with the purpose for which we originally collected them.

It is important that the personal data we hold about you is accurate and current so please keep us informed if your personal data changes during your relationship with us.

### Third Party Links

Our websites, [Macgregorcavendish.co.uk](http://Macgregorcavendish.co.uk) and [Macgregorcavendish.net](http://Macgregorcavendish.net), and others we may operate from time to time may include links to third-party websites, plug-ins and applications.

Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.

## How do we Collect your Data

We collect your data in a number of ways

Your personal data, is any information that can be used to identify you directly or indirectly. It does not include data where the identity has been removed (anonymous data).

We collect and processes your personal data when you engage with us directly when sending us your CV, or when you register on our websites.

## How do we Process your Data

We will only use your personal data when the law allows us to. Most commonly, we rely on the following lawful bases when processing your data.

Where it is necessary for the Introduction to our Client, Interview Arrangements or Performance of a Contract you are about to enter into.

- To register you for General Vacancy Notification Club.
- To administer and manage our relationship with you.
- To notify you of changes to our terms and conditions
- To undertake analysis and develop insight into your interests and preferences for marketing purposes
- To send you direct marketing communications where the law permits this
- To share your data with clients you are engaged with
- In order to run our business, for the provision of IT services and network security
- To manage our relationship with you and investigate and respond to your queries or complaints
- For quality and training purpose
- Opting Out
- You can ask us to stop sending you marketing messages at any time by following the opt-out links on any marketing message sent to you or by contacting us by email at any time to :- [jobs@macgregorcavendish.co.uk](mailto:jobs@macgregorcavendish.co.uk)

## Who do we Share your Data With

We share your Data in a limited format with clients who may wish to engage your services, when you voluntarily send us your CV we will consider you for any suitable role that we feel fits your profile & share the CV data with our clients that we have agreements in place with.

We have data sharing agreements in place which require all our clients to respect the security of your personal data and to treat it in accordance with the law. We do not allow our clients who process data to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with your instructions.

## Protecting Your Data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so. If you are concerned about a potential breach of your data, Please Contact our DPO.

## Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, (Maximum 5 years) including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

You can ask us to delete your data at any time by email to:- [jobs@macgregorcavendish.co.uk](mailto:jobs@macgregorcavendish.co.uk)

## Your Legal Rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data. Please see below to find out more about these rights:

Request access to your personal data (commonly known as a "data subject access request")

This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request correction of your personal data

This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

Request erasure of your personal data

This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request

of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

#### Object to processing of your personal data

Where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

#### Request restriction of processing of your personal data

This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

#### Withdraw consent at any time

Where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

#### No fee usually required

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

#### What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

#### Time limit to respond

We will respond to all legitimate requests within one month unless your request is particularly complex or you have made a number of requests. In this case, it may take us longer to respond but we will notify you and keep you updated.

## Changes or Circumstance

We are only as good as the data we hold on you as a registered candidate, It is your responsibility to update your CV every time you get promoted , change address or contact details or move job. We are then in the strong position to help you further your career.