

GDPR Privacy Policy May 2018

PartnerWise Recruitment Ltd, is committed to protecting and respecting your privacy.

This privacy policy explains how PartnerWise Recruitment Ltd (PartnerWise Recruitment) will handle your personal information entrusted to us when you register and/or submit a CV. Please read carefully and indicate your consent to processing before registering with the agency.

Handling of Personal Information Entrusted to PartnerWise Recruitment.

1. Definition of Personal Information

“Personal information” includes, but is not limited to, name, date of birth, address, passport and any other information which can be used to identify a natural person. Information which can easily be cross-referenced and used to verify a natural person is also included.

2. Management of Personal Information

The agency is committed to ensuring that your data is secure. In order to prevent unauthorised access or disclosure we have put in place physical, electronic and managerial procedures to safeguard and secure the data we store.

3. Use of Personal Information

PartnerWise Recruitment uses personal information in order to provide: candidates with appropriate recruitment and outplacement services, job matching, and job information; to provide companies (hereinafter “Client Companies”) with which PartnerWise Recruitment works with appropriate information to aid their selection processes; to solicit registrants’ feedback in order to improve the Company’s recruitment and outplacement services; to statistically process profiles of candidates; and to provide other services related to its recruitment and outplacement services. PartnerWise Recruitment will contact candidates in writing to obtain their consent in advance when it intends to use their personal information for other than the above defined purposes.

4. Sharing of Personal Information

The agency may share personal information with its Client Companies for the purpose defined in section 3.

Only the following information may be shared after obtaining the prior consent of the candidate: Name, gender, age, address, telephone number, fax number, email address, company (organisation) name, title, educational background, work history, and other personal information obtained in order to provide appropriate recruitment and outplacement services.

5. Outsourcing

PartnerWise Recruitment may outsource a part of its businesses such as mailing, statistical processing etc. in the course of providing recruitment and outplacement services. The Company selects outsourcing companies under strict conditions which guarantee that they maintain sufficient standard in privacy protection. All outsourcing providers sign a non-disclosure agreement or a processing agreement before they start providing their services.

6. Change, Disclosure, Correction, Deletion of Personal Information

PartnerWise Recruitment strives to maintain accurate and up-to-date personal information at all times. If you need to change, disclose, or correct your personal information entrusted to The Company, or if you have any questions regarding personal information, please contact PartnerWise Recruitment at hello@partnerwise.co.uk. The Company may remove your personal information from its files without obtaining your consent if it determines that maintaining such information is no longer required.

7. Changes in Privacy Policy

The agency reserves the rights to amend, change, and/or add to this privacy policy prior to obtaining consent from candidates when clarification is deemed necessary. In such cases, candidates will be notified of the changes through postings on the PartnerWise website and/or other methods deemed appropriate by the agency.

8. Your Rights

At any point whilst PartnerWise Recruitment is in possession of your personal data, you have the following rights:

- **Right of access** – you have the right to request a copy of the information that we hold about you.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** – where certain conditions apply you have a right to restrict the processing.
- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing**, including profiling – you also have the right not to be subject to the legal effects of automated processing or profiling.

In the event that PartnerWise Recruitment refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to legally challenge.

At your request, PartnerWise Recruitment can confirm what information it holds about you and how it is processed.

You can exercise your right to prevent such processing by emailing us at hello@partnerwise.co.uk

Our site may, from time to time, contain links to and from the websites of other organisations. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

9. Access to Information

You have the right to access information PartnerWise Recruitment hold about you. On application and within one month of your request, the Company will provide you with any (machine readable) personal information we hold for you.

To access what personal data is held, identification will be required. PartnerWise Recruitment will accept the following forms of ID when information on your personal data is requested: a copy of your driving licence, photographic national ID Card, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required.

If the Business is dissatisfied with the quality, further information may be sought before personal data can be released. To request a data subject application form please email: hello@partnerwise.co.uk

10. Right to withdraw Information

Upon request and within one month of request, PartnerWise Recruitment Ltd will delete your information should this no longer be necessary for the purpose for which it was collected. To request this, please contact hello@partnerwise.co.uk

11. Data Security and Storage

PartnerWise Recruitment is committed to ensuring that your data is secure. In order to prevent unauthorised access or disclosure we have put in place physical, electronic and managerial procedures to safeguard and secure the data we collect. Data is stored within the EEA, with some additional services provided by Google Drive and Dropbox, both of who have signed the EU/US Privacy Shield.

12. Contact

Questions and requests regarding this privacy policy should be addressed to:

The Managing Director, PartnerWise Recruitment Ltd, 5 Victoria Avenue, Harrogate, England, HG1 1EQ.
Telephone +44 (0) 1423 229199 or email hello@partnerwise.co.uk

Further information can be found on the Information Commissioner's website:

ICO, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Telephone +44 (0) 303 123 1113 or email: <https://ico.org.uk/global/contact-us/email/>
www.ico.org.uk

Issue number 1 May 19 2018