

Privacy Policy

At Peridot Partners we provide executive recruitment and board review services to clients looking to recruit staff or board members for their organisations and we are committed to protecting and respecting your privacy.

Please read this Privacy Policy carefully as it sets out the basis on which any personal data we collect, will be handled and processed. By visiting this site, you are accepting and consenting to the practices described in this policy.

For the purposes of the Data Protection Act 1998 and in readiness for the general data protection regulation (GDPR) coming into effect on 25 May 2018, the data controller is Peridot Partners, Registered Office, The Stanley Building, 7 Pancras Square, London, N1C 4AG.

This policy sets out the types of personal data that we may collect about you and will explain how and why your personal data is collected and used. We will also explain how long your data will be kept and when, why and with whom your data may be shared.

The policy sets out the legal basis we have for using your personal data and explains the effect/s of refusing to provide the personal data requested. We will also explain the various rights and choices that you have when it comes to your personal data, how we may contact you and how you can contact us.

What personal data do we collect about you?

We collect the information necessary to be able to match you with available and future opportunities and, should you make an application, information needed to assess your eligibility at each stage of the recruitment process. This includes information you have posted on LinkedIn or provided to us directly such as in a CV or profile, application, identification documents, educational records, employment history and references.

We may also collect sensitive and protected personal data about you - for example your race, disability status or sexual orientation – via our Equality Monitoring Form for the purposes of equality monitoring only. This data is anonymised. We only collect and process sensitive personal data from you with your explicit consent.

Where do we collect personal data about you from?

We collect personal data about you from various sources. These are:

- **Directly from you.** This is information you provide while searching for a new opportunity and during the stages of the recruitment process.
 - Some limited data (name, telephone number, job title and employer) is collected through the online form on our recruitment microsites, and further data is collected by email/telephone.
 - Peridot Partners Limited may monitor email traffic data.
- **Through publicly available sources.** We use the following public sources:
 - LinkedIn

- Staff profiles on individual organisation web pages
 - Companies' House
 - Search Engines such as Google
 - Event and conference information
 - Membership directories such as Who's Who
- **By Reference or word of mouth.** For example, you may be recommended by a friend, a former employer, a former colleague or even a present employer.

How and why do we use your personal data?

We use your personal data to match your skills, experience, education and interests against a specific brief or requirement with a potential employer. We will initially collect basic information on you such as job title, role, experience and contact details to assess a potential match to the requirement. Basic information, excluding contact details, may be shared with the client at this stage.

Once we have determined your interest in an opportunity, or to be considered for future opportunities, we will collect further information from you to share with the client or retain for future clients. This will only be done with your approval. If you are selected to progress through further stages of a recruitment process, we will collect additional information such as due diligence requirements and information from referees, whom you have nominated.

How long do we keep your personal data for?

We will keep your information for five years from our last contact with you. This applies for both candidate and client data. After this time, if we have had no further contact with you, we will delete the data we hold in a secure manner.

Who do we share your personal data with?

Your personal data is shared within Peridot Partners as part of the executive search and recruitment process AND only with the client for whom a specific recruitment search is being carried out.

What legal basis do we have for using your information?

For prospective candidates, clients and referees, processing your information is done based on our legitimate interest because we require the information in order to be able to assess suitability for potential roles, to find potential candidates and to contact clients and referees.

If you apply as a candidate, then this may involve the processing of more detailed personal data including sensitive data such as health information that you or others provide about you. In that case we always ask for your consent before undertaking such processing.

For clients, we may also rely on our processing being necessary to help prepare a contract for you, for example we need contact details in order to communicate with you over the course of the recruitment process.

What happens if you do not provide us with the information we request or ask that we stop processing your information?

If you do not provide the personal data necessary, or if you withdraw your consent for the processing of your personal data, we may not be able to match or consider you with available opportunities and may not be able to proceed with your application or interest.

Do we make automated decisions concerning you?

We do not undertake automated decisions. We review candidates through a structured screening process to assess whether each candidate meets the specific criteria for a position and this is available and clearly explained in the information provided for each position. This screening process may result in a candidate being deemed not suitable for a position.

Some of our clients request that we carry out personality or psychometric assessments on their behalf and this information is passed on to the client. This is only carried out with your full consent.

Do we use Cookies to collect personal data on you?

To provide a better service to you on our website and microsite, we use cookies to collect your personal data when you browse. Our cookie policy is available on our sites.

We do not transfer personal data out of the European Economic Area (EEA)

What rights do you have in relation to the data we hold on you?

By law, you have a number of rights when it comes to your personal data. Further information and advice about your rights can be obtained from the data protection regulator in your country.

- 1. The right to be informed** You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we are providing you with the information in this Policy.
- 2. The right of access** You have the right to obtain access to your information (if we are processing it), and certain other information (similar to that provided in this Privacy Policy).

This is so you're aware and can check that we're using your information in accordance with data protection law.
- 3. The right to rectification** You are entitled to have your information corrected if it is inaccurate or incomplete.

- 4. The right to erasure**

This is also known as ‘the right to be forgotten’ and, in simple terms, enables you to request the deletion or removal of your information where there is no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.
- 5. The right to restrict processing**

You have rights to ‘block’ or suppress further use of your information. When processing is restricted, we can still store your information, but may not use it further. We keep lists of people who have asked for further use of their information to be ‘blocked’ to make sure the restriction is respected in future.
- 6. The right to data portability**

You have rights to obtain and reuse your personal data for your own purposes across different services. For example, if you decide to switch to a new provider, this enables you to move, copy or transfer your information easily between our IT systems and theirs safely and securely, without affecting its usability.
- 7. The right to object to processing**

You have the right to object to certain types of processing, including processing for direct marketing (ie if you no longer want to be contacted with potential opportunities).
- 8. The right to lodge a complaint**

You have the right to lodge a complaint about the way we handle or process your personal data with your national data protection regulator.
- 9. The right to withdraw consent**

If you have given your consent to anything we do with your personal data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your personal data with your consent up to that point is unlawful). This includes your right to withdraw consent to us using your personal data for marketing purposes.

Data Information Request

We usually act on requests and provide information free of charge, but may charge a reasonable fee to cover our administrative costs of providing the information for:

- baseless or excessive/repeated requests, or
- further copies of the same information.

Alternatively, we may be entitled to refuse to act on the request if the request is unfounded, excessive or repetitive. If we refuse a request, an explanation will be provided.

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Please consider your request responsibly before submitting it. We will respond as soon as we can. Generally, this will be within one month from when we receive your request but, if the request is going to take longer to deal with, we will let you know.

We may contact you by phone, email or social media. If you prefer a particular contact means over another, please let us know.

If you are unhappy with how we have handled your information, or have further questions on the processing of your personal data you may contact us here:

Peridot Partners
The Stanley Building
7 Pancras Square, London
N1C 4AG

help@peridotpartners.co.uk