

## Cookie Policy

Cookies are widely used on sites to help provide you with improved performance and a better user experience. Cookies are small pieces of information, or text files which are stored on your computer or mobile phone when you visit a site. They remember your username and preferences so when you revisit the site, they enable the information to be more tailored and useful based on your last visit.

We do not use cookies to gather any personal information and we do not disclose information obtained through cookies to third parties. Cookies cause no harm to systems or devices.

To find out more about cookies visit [www.aboutcookies.org](http://www.aboutcookies.org)

### Your Permission to Use Cookies

If the settings on your browser are adjusted to accept cookies, we take this, and your continued use of our site, to mean that you are happy to have cookies enabled and agree to this cookie policy.

### Cookies used on our site

**First party Cookies** - are standard default cookies created every time a user accesses a site. They help to improve performance and create a better user experience.

**Third party Cookies** - we facilitate the opportunity to engage with us further through social media channels such as Twitter and LinkedIn. We do this by using ShareThis which allows the user to share content over different social networks and tracks the content viewed and shared. These cookies last over a year and help market research and analysis of traffic patterns and surveys to understand customer preferences.

**Session Cookies** - such as wfv# and wordfence remember your submitted data whilst you are in the site. These cookies only operate during your session and are erased when you finish browsing the site.

**Google Analytics** - \_ga, \_gat, \_gid and collect gather information about the way people use our sites such as the number of visitors, where visitors have come to the site from and the pages they visited. The cookies \_gat, \_gid and collect only last during your session in the site. The cookie \_ga lasts for two years so any return to the sites can be tracked and helps provide information to improve the site for future visits. The cookies collect information anonymously.

More information on how Google Analytics collect, and process personal data can be found here:

<https://policies.google.com/technologies/partner-sites?hl=en-GB&gl=uk>

To opt out of Google Analytics: <https://tools.google.com/dlpage/gaoptout>

### Turning cookies off

You may delete and block all cookies or decide to just block certain types of cookie via your browser setting. If you do not want cookies retained on your device, you can disable cookies by adjusting your browser settings.

Each browser acts differently so you will need to check each browser 'help' settings. Further information can be viewed on the links below:

- [Internet Explorer cookies information](#)

- [Chrome cookies information](#)
- [Firefox cookies information](#)
- [Safari cookies information](#)

Please be aware that if you disable or reject cookies you may not be able to use some of the key functions, or access certain sections on the sites.

### Links to Other Sites

Please note that if you follow a link to a different website, these websites are outside our control and are not covered by our Policies. We suggest you take care to read the privacy policies of each site you visit.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

## Privacy Policy

At Peridot Partners we provide executive search 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.

This Policy sets out the basis on which any personal data we collect from you, or you provide to us, will be handled and processed by us. Please read the following carefully. By visiting this site, you are accepting the practices described in this policy.

For the purposes of the General Data Protection Regulation (GDPR) effective from 25 May 2018, the data controller is Peridot Partners, The Stanley Building, 7 Pancras Square, London, N1C 4AG and our data privacy lead is Liz Holderness, Director of Research.

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 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 and process 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.

We may receive sensitive personal data about you, such as through the completion of our Equality Monitoring Form. If sensitive and protected personal data about you is collected 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 including:

#### Our Website and Microsites:

- Information that you provide by filling in the form on our website and microsites (name, telephone number, job title, employer etc).
- Information provided at the time of accepting to use our site which is captured in cookies and explained in our cookie policy, available on our sites.
- Accessing information on one of our recruitment microsites in relation to a specific position.

#### Directly from You:

- Information you email to us while searching for a new opportunity.
- During a telephone conversation or email exchange in relation to an opportunity.
- Submitting a CV, profile or application for a position.

**Through publicly available sources:**

- LinkedIn
- Profiles on individual organisation web pages
- Companies' House
- Search Engines such as Google
- Event and conference information
- Membership directories such as Who's Who

**Referrals and Recommendation:**

- 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 or requirement.
- 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.
- 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.
- We may also use your data to provide you with information about future positions and services which may be of interest to you and we may contact you about these by email or telephone.

**How long do we keep your personal data for?**

- We will keep candidate data for five years from our last contact with you.
- We will keep client data for six years from our last contact with the organisation.
- After this time, if we have had no further contact with you or your organisation, we will minimise the data held.

**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.
- We share your personal data with a client when you have given your approval or by applying in response to a specific recruitment process or position.

**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 to be able to assess experience and 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 this 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 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 for opportunities and may not be able to proceed with an 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.

#### **Cookies**

- 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 website and microsities.

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

#### **Links to and from other websites**

Our sites may contain links to and from other websites, documents, advertisers and affiliates. If you follow a link to any of these, please note that these sites 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 sites.

#### **Your rights 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 ICO which regulates data protection regulator in the UK.

<p><b>1. The right to be informed</b></p>	<p>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.</p>
<p><b>2. The right of access</b></p>	<p>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).</p>

	This is so you're aware and can check that we're using your information in accordance with data protection law.
<b>3. The right to rectification</b>	You are entitled to have your information corrected if it is inaccurate or incomplete.
<b>4. The right to erasure</b>	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.
<b>5. The right to restrict processing</b>	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.
<b>6. The right to data portability</b>	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.
<b>7. The right to object to processing</b>	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).
<b>8. The right to lodge a complaint</b>	You have the right to lodge a complaint about the way we handle or process your personal data with your national data protection regulator.
<b>9. The right to withdraw consent</b>	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.
<b>Access to Information</b>	
<ul style="list-style-type: none"> <li>You have the right to obtain a copy of the personal data that we hold and process on you.</li> <li>You also have the right to require us to correct errors and if it is inaccurate or incomplete, to require us to update or delete your records from our records.</li> </ul>	

- You can make a data access request by contacting us at [GDPR@peridotpartners.co.uk](mailto:GDPR@peridotpartners.co.uk).
- We aim to 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.
- Please consider your request responsibly before submitting. 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.

#### Contact Us

- If you have any questions, comments and requests regarding this privacy policy please contact us by emailing: [GDPR@peridotpartners.co.uk](mailto:GDPR@peridotpartners.co.uk)
- If you are unhappy with how we've handled your information, please contact us to let us know so we can address any issues.

#### Changes to our Privacy Policy

We reserve the right to make changes to this privacy policy at any time, as appropriate.