

## PRIVACY NOTICE

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### 1. Who we are?

William Scott Consulting Ltd, Bridge House, Riverside North, Bewdley DY12 1AB

William Scott Consulting is an independent, research-driven Executive Search & Leadership Consulting firm.

Our expertise sits within Executive, Director, Mid-Senior Management and Technical Professional positions, across three technology-led sectors: Automotive, CleanTech & Manufacturing.

We deliver high quality, professional recruitment and leadership consulting services, spanning the UK and Europe: Executive Search, Interim Search, Leadership Development & Outplacement Support.

We are committed to protecting the privacy of our candidates, clients and users of our website. We want to provide a safe and secure service where we deal with your personal information. This means information that identifies you personally such as your name, photo or contact details or data that can be linked with such information in order to identify you.

### 2. What personal information do we collect about you?

We collect the information necessary to be able to support candidates/clients through the different stages of recruitment. This information may include name, contact details, company information, family details, CV's, Video Interviews, Interview notes, identification documents, educational records, work history, employment status and references.

We sometimes also collect sensitive personal information about you; we only collect sensitive personal information from you, and further process this data, where you have given your explicit consent or otherwise where permitted by law.

### 3. Where do we collect personal information about you from?

The following are the different sources we may collect personal information about you from:

- **Directly from you**
- **From an agent/third party acting on your behalf**
- **Through publicly available sources** – we use a range of public sources including:
  - Search Engines
  - Social Media Platforms
  - Employment websites
  - Company websites
  - Membership Associations, events such as conferences, workshops & seminars.
  - Press and publicly available sources
- **William Scott Consulting website** – you can make contact with us via the following areas on our website;
  - Contact Us page
  - Assignment/Vacancy page
- **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.
- For all information gathered and retained we use reasonable efforts to ensure that data is accurate and current. We use appropriate measures to safeguard all data, physical data is locked away and all other personal data held on IT equipment is secured and password protected.

### 4. What is our legal basis?

- **When you have given us consent**
  - By providing your personal information and/or accompanying documentation you indicate your willingness to be supported by William Scott Consulting.
  - We may market our services to you if we have your explicit consent in which to do so under the Privacy and Electronic Communications Regulations 2003.
  - Any sensitive data which we may collect from you will be processed using the legal basis of consent and will be held in accordance with section 2.

Please note that you may withdraw your consent at any time.

- **Where we have a legitimate interest**
  - Any data we collect and process as part of our services or from you directly will only be used in relation to our business solutions (outlined under 'who we are').
  - We use certain personal data as necessary for our legitimate interest as an Executive Search, Selection and Leadership Consulting firm. We don't use any sensitive personal data without ensuring we have another basis for such processing.
- **Where we have need to process your data due to contract**
  - Should you secure a role with us, we will process your financial data in order to pay you.
  - We may also keep your CV and other work-related information should we be under a contract with the client which requires us to do so.

- **Where we have a legal obligation**

- HMRC require us to keep financial data for a minimum of seven years. We will therefore keep and process all information which falls under this legal obligation as required by law.
- We have a legal obligation to obtain your passport and right to work documents and we will process this information as required by law.

## 5. How long do we keep your personal information for?

As a general rule we would retain personal data for no longer than seven years, after which it would be destroyed. In some circumstances, we may keep your personal data for longer than seven years should we have a legitimate business interest to do so.

## 6. Who do we share your personal information with?

We share candidate personal information with the client in order to determine suitability for their business needs. We share client company information with candidates to allow individuals to assess suitability for a potential opportunity.

We share your personal information with trusted third parties where we have retained them to provide services that you or our clients have requested, such as referencing, qualification and criminal reference checking services (as required), verification of the details you have provided from third party sources, psychometric evaluations or skills tests. These third parties comply with similar and equally stringent undertakings of privacy and confidentiality.

We share your personal information with third parties who perform functions on our behalf and who also provide services to us, such as; finance, accounting and back office support, professional advisors, CRM providers, IT and website consultants carrying out testing and development work on our business technology systems, research and function coordinators. These third parties comply with similar and equally stringent undertakings of privacy and confidentiality.

We share your personal information with our other Group companies for internal reasons, primarily for business and operational purposes. As we continue to develop our business, we may sell or purchase assets. If another entity acquires us or merges with us your personal information will be disclosed to such entity. Also, if any bankruptcy or reorganisation proceeding is brought by or against us, all such information will be considered an asset of ours and as such it is possible, they will be sold or transferred to third parties.

Where required we share your personal information with third parties to comply with a legal obligation; when we believe in good faith that an applicable law requires it; at the request of governmental authorities conducting an investigation; to verify or enforce our Terms of Use or other applicable policies; to detect and protect against fraud, or any technical or security vulnerabilities; to respond to an emergency; or otherwise to protect the rights, property, safety, or security of third parties, visitors to the our website, our business or the public.

**7. 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 information necessary or withdraw your consent for the processing of your personal information, where this information is necessary for us to provide recruitment services to you, we may not be able to support you with our business solutions.

**8. Do we make automated decisions concerning you?**

No, we do not carry out automated decision making.

**9. Do we transfer your personal information outside the EEA?**

We sometimes transfer your personal information outside the EEA when we are retained on assignments based with a client outside of the EEA or to an international client. We operate in countries of which the ICO has made a “positive finding of adequacy”.

**10. What are your rights?**

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

Rights	What does this mean?
1. The right to object to processing	You have the right to object to certain types of processing, including processing for direct marketing (i.e. if you no longer want to be contacted with potential opportunities).
2. 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’re providing you with the information in this Notice.
3. The right of access	<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 Notice).</p> <p>This is so you are aware and can check that we’re using your information in accordance with data protection law.</p>
4. The right to rectification	You are entitled to have your information corrected if it is inaccurate or incomplete.

5. 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’s no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.
6. 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.
7. The right to data portability	You have rights to obtain and reuse your personal information 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.
8. The right to lodge a complaint	You have the right to lodge a complaint about the way we handle or process your personal information 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 information, 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 information with your consent up to that point is unlawful). This includes your right to withdraw consent to us using your personal information for marketing purposes.

#### **11. How will we contact you?**

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

## 12. How can you contact us?

If you have any questions about this Privacy Notice or would like to exercise your rights with respect to your personal data, you can contact us at: [privacy@williamscottconsulting.co.uk](mailto:privacy@williamscottconsulting.co.uk) or by writing to:

**Data Administrator**

**William Scott Consulting Ltd, Bridge House, Riverside North, Bewdley DY12 1AB**

Information commissioner's office registered number ZA232207

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. 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'll come back to you and let you know.