



**Tailored**  
Recruitment Consultancy

## GDPR Privacy Policy

Privacy policy for Tailored Recruitment Consultancy – GDPR Compliance

Tailored Recruitment Consultancy take the privacy of our clients and candidates seriously. We are a specialist commercial recruitment company, operating in the market of Management Consultancy Recruitment and Executive Search and Selection.

### **Clause 1 – How we receive information and how we may use it**

Tailored Recruitment Consultancy receive your personal data when you apply directly for an advertised role via our website; when you apply directly to be a candidate for whom we can facilitate a job search or via a third party when you respond to a job post placed by Tailored Recruitment Consultancy on a job board on behalf of a third party client.

This statement explains how we process personal data received into our organisation. When you register with Tailored Recruitment Consultancy you **MUST** consent to us collecting and storing your personal information. You will not be able to submit your enquiry or details to Tailored Recruitment Consultancy without consenting to us storing your personal data. This may include but is not restricted to your name; contact details; address; employment history; mobility and education.

During telephone conversations and face to face interviews we may collect personal information with regard to employment preferences, strengths and work experience which may be stored on your personal record. This information facilitates our ability to support your job search and to provide a basis for recommendation when short-listing candidates for a particular role. By explicitly providing consent when you register with Tailored Recruitment Consultancy you are providing permission for our storage of this information. Tailored Recruitment Consultancy will never share personal information or a Curriculum Vitae with a third party without your explicit consent.

Due to the nature of recruitment, a significant number of candidates reconnect with our organisation periodically. It is not uncommon for this to occur years after we have placed them in a role. For this reason, your consent includes explicit

consent to retain your personal details until such time as you wish us to delete your records from our database or refrain from further engagement.

If you do **not** consent to Tailored Recruitment Consultancy storing your personal data or setting up a personal registration for you, please do not submit your Curriculum Vitae for any roles advertised on our website. We are unable to process your application without receipt of consent to process and store your personal information.

## Clause 2 – Cookies

### What is a cookie?

A cookie is a small text file that is downloaded when a user accesses a website. It allows the website to recognise that individual's device and store some information about the individual's preferences or past actions.

### Rules on cookies

In order to comply with GDPR, Tailored Recruitment Consultancy must:

- Tell you the cookies are there;
- Explain what the cookies are doing and why; and
- Get your consent to store a cookie on your device.

### How Tailored Recruitment Consultancy use cookies

Cookies are used in order to make our website work, to make it work more efficiently and to provide us with information when you apply for a job. The table below provides information on all of the cookies used by our website.

Category 1: strictly necessary cookies

Category 2: performance cookies

Category 3: functionality cookies

Tailored Recruitment Consultancy do not use advertising cookies

<b>Name</b>	<b>Session/Expiry</b>	<b>Description</b>	<b>Purpose</b>
PHPSESSID	Session	Used for managing user session on the website.	Category 1

__cfduid	5 years	Used to override any security restrictions based on the IP address the visitor is coming from. Used by our security layer.	Category 1
__utma	2 years	Used to distinguish users and sessions. The cookie is created when the javascript library executes and no existing __utma cookies exists. The cookie is updated every time data is sent to Google Analytics.	Category 2
__utmz	6 months	Stores the traffic source or campaign that explains how the user reached your site. The cookie is created when the javascript library executes and is updated every time data is sent to Google Analytics.	Category 2
_ga	2 years	Used to distinguish users on the Google Analytics platform.	Category 2
_ga	2 years	Used to distinguish users on the Google Analytics platform.	Category 2
_gat	1 minute	Used to throttle request rate on the Google Analytics platform.	Category 2
_gid	1 days	Used to distinguish users on the Google Analytics platform.	Category 2
cookieCheck	7 days	Used to test that cookies are enabled and being accepted by the browser. Hides the cookie notice we've created.	Category 3
SID, VID, _gat, RT, _ga, liap, _lipt, lidc, bcookie, linkedin_oauth_	Various	Used by LinkedIn for the 'Sign in with LinkedIn' facility we have when applying for a vacancy.	Category 3
__uset, __stid	Various	Used by <a href="http://sharethis.com">sharethis.com</a> for our social share buttons we have in our vacancies section.	Category 3

The first time you visit our website you will be asked whether you consent to us storing cookies, as detailed in the table. Please tick the box, to confirm that you consent to us using cookies. If you do not consent you will still be able to access our website, however your ability to carry out certain functions, for example, apply for a job, may be limited.

To find out more about cookies, including how to see what cookies have been set and how to manage and/or delete them, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org)

### **Clause 3 – Job Alerts**

We may on occasion contact candidates stored in our database who are not actively looking for a new role. When you apply for a Job using our website you will be asked to tick a box indicating that you consent to us storing the personal data you have provided. By providing consent to our storage of your personal data you are also providing consent to us contacting you if we receive details of a role which specifically matches your career aspirations. We will only do this where you, the potential candidate, meet a detailed brief provided by one of our clients, and where you have provided explicit consent to us storing and using your data.

### **Clause 4 – Our Promise to our candidates**

We will never share our candidates' personal details or Curriculum Vitae with a third party without the candidate's explicit consent, and then we will only share the personal information with that one company or individual.

### **Clause 5 – Contacting Recruitment Consultants directly**

If you contact one of our Recruitment Consultants directly and request they consult with you regarding your job search, or regarding a particular job role, you are giving your consent to Tailored Recruitment Consultancy processing your email and the data contained within your email for lawful purposes, as per Clauses 1 and 3 above.

By sending an updated Curriculum Vitae directly to one of our Recruitment Consultants you are giving consent to Tailored Recruitment Consultancy processing and storing that information, as per Clauses 1 and 3 above. As referred to in Clause 3 of our privacy notice, we will not share your information with any third party without your explicit consent.

### **Clause 6 – Request to have personal data amended**

It is likely that over time your employment history will require updating as you transition to new roles or receive promotion. Tailored Recruitment Consultancy undertake to update your registration within two weeks of receiving an updated Curriculum Vitae.

Under the GDPR you have the right to ask for access to your personal information. Once Tailored Recruitment Consultancy have verified your identity we will provide the information you requested within 30 days.

In the unlikely event you find personal data stored about you by Tailored Recruitment Consultancy is inaccurate, you must advise us immediately. We will amend your personal registration within two weeks.

## **Clause 7 – Request to have personal data removed or deleted**

Upon receipt of a request to delete an individual's personal registration, Tailored Recruitment Consultancy will ensure that your personal record is deleted within 30 days.

Where Tailored Recruitment Consultancy have placed a candidate in a role, they are required to retain evidence of that placing so that contractual obligations can be met by the client. Tailored Recruitment Consultancy will however take steps to ensure only minimal personal data is retained and we will not make further contact with the candidate.

Where Tailored Recruitment Consultancy have previously received permission to share personal information with a third party, for example for short listing for a role, we undertake to advise that third party of your wish to be forgotten if communication has been in the last 12 months.

In the event that you wish to be erased from our Recruitment Database you should contact [deregister@tailoredrecruitmentconsultancy.co.uk](mailto:deregister@tailoredrecruitmentconsultancy.co.uk). Please make it clear that you wish to be erased, rather than simply marked as no longer job seeking.

## **Clause 8 – Notification of Breaches**

Depending on the type of position you are applying for Tailored Recruitment Consultancy may store financial information from candidates. We may also store highly personal information contained within your Curriculum Vitae. We are aware of our responsibility as a recruiter to protect your information and to only share details with third parties upon receipt of your consent. All of our systems are protected and only Tailored Recruitment Consultancy staff and consultants working for Tailored Recruitment Consultancy have access to the personal information stored in your registration.

In the unlikely event that our computer systems are compromised and there is a potential loss of confidentiality we will report this breach to you.

In the unlikely event that personal data is taken or exposed from Tailored Recruitment Consultancy records without our consent, we will provide reports surrounding that exposure within 72 hours of being notified of such an event and take any action necessary to restore security of your personal data.

## **Clause 9 – Access**

If Tailored Recruitment Consultancy receive a request for access to personal information we will verify your identify before releasing your personal data to you. We will not release information to any third party unless we have your consent.

If you would like to make a request for access to your personal information please contact: [GDPRComplianceofficer@tailoredrecruitmentconsultancy.co.uk](mailto:GDPRComplianceofficer@tailoredrecruitmentconsultancy.co.uk)

Alternatively, you can contact us by writing:  
GDPR Compliance Officer  
Seven Hills Business Centre, South Street, Morley, Leeds LS27 8AT

## **Clause 10 – Complaints procedure**

If you have a complaint about the way your data is stored or handled by Tailored Recruitment Consultancy, please contact us at:  
[GDPRComplianceofficer@tailoredrecruitmentconsultancy.co.uk](mailto:GDPRComplianceofficer@tailoredrecruitmentconsultancy.co.uk)

Alternatively you can contact us by writing to us at:  
GDPR Compliance Officer  
Seven Hills Business Centre, South Street, Morley, Leeds LS27 8AT

## **Clause 11 – Escalated Complaints**

If you remain unhappy with the handling of your data you can complain to the **ICO**.  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **Clause 12 – Changes to our Privacy Policy**

This privacy policy may be changed by Tailored Recruitment Consultancy at any time. Any changes to our Privacy Policy will be updated on our website. If you have any questions or concerns, please email us at  
[GDPRComplianceofficer@tailoredrecruitmentconsultancy.co.uk](mailto:GDPRComplianceofficer@tailoredrecruitmentconsultancy.co.uk)