

Entirely People Limited

Privacy Policy

Entirely People Limited (“we” or “our”) respects the fundamental right to privacy and the protection of personal data and is committed to providing a service that adheres to the General Data Protection Regulation (GDPR). This policy applies where we are acting as a data controller with respect to the personal data of data subjects, including our clients, candidates and website users; in other words, where we determine the purposes and means of the processing of that personal data.

In order to deliver our provision of Executive Search & Selection Consultancy / Recruitment Services, it is necessary for Entirely People Limited to process & store personal data. When doing so, we adhere to the following principles in order to protect your privacy:

- we do not collect more information than is necessary;
- all data processed by Entirely People Limited will be sourced lawfully and stored on a secure, password protected, cloud-based Recruitment platform.
- we do not use your data for anything other than recruitment purposes and it is only processed where there is a contractual necessity, consent has been given, or where we have a legitimate interest;
- we do not keep your data if it is no longer needed;
- personal data will only be shared in delivery of a recruitment process, once approval has been granted to do so by the data subject.

Candidate Data

Why will we process your personal information?

To enable us to provide the solutions and services expected of a Recruitment Partner to individuals interested in exploring the job market and potential opportunities.

What personal information will we process?

In basic terms this will include the minimum to maintain an ongoing communication channel. This may include (but is not limited to); name, phone number, private email address, links to public professional profiles, but may extend to more detailed information as deemed essential to deliver more advanced services, for instance when a candidate is actively involved in a recruitment process. This may include (but is not limited to); Home address, Resume, Interview notes, Financial information, employment preferences.

Where do we get your data from?

When you have approached Entirely People direct; if you have submitted your details to an online Job Board that Entirely People has subscribed access to; public social networking sites, such as LinkedIn, or other publicly accessible sources; when you have been referred to us.

Client Contact Data

Why will we process your personal information?

To enable us to provide the solutions and services expected of a Recruitment Partner to a Company

What personal information will we process?

This may include (but is not limited to); name, name of organisation, job title, phone number, work email address, links to public professional profiles.

Where do we get your data from?

When you have approached Entirely People direct; public social networking sites, such as LinkedIn, or other publicly accessible sources (Companies House, Company websites etc.); when you have been referred to us.

The Website

You can visit our website without giving away your personal information. Entirely People Limited uses Cookies and may use this information in order to analyse how the website is used. Any information collected would only be used to provide an overview of how people are accessing and using our website. It is not used for any additional purpose, such as to profile those who access our website and no personal data is processed. By using our website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy.

While you can use our website without giving out your personal information, once you contact us via the Entirely People Limited website, we receive (via email) information that you fill in (name, email address and other information provided). This information will be processed in accordance with our policy on Data Processing (see earlier) so that it is possible for us to contact and respond to your request, and / or allow you access to our services.

Information Security

Entirely People Limited seeks to ensure the security of personal data. When we collect information about you, we also make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical and organisational measures.

Access to information

You have the right to request access to the information we have on you.

We will make sure to provide you with a copy of the data we process about you. In order to comply with your request, we may ask you to verify your identity.

We will fulfil your request by sending your copy electronically, unless the request expressly specifies a different method. For any subsequent access request, we may charge you with an administrative fee.

Please see contact details at the end of this document.

Information Correction & Deletion

If you believe that the information we have about you is incorrect, you are welcome to contact us so we can update it and keep your data accurate. Any data that is no longer needed for the purposes specified in Information Collection and Use will be deleted.

If at any point you wish for Entirely People Limited to delete information about you, you can simply contact us via the details below.

Changes

We reserve the right to change this Privacy Policy. We constantly review our Privacy Policy and strive towards making it better.

Entirely People Limited will not reduce your rights stated in this Policy without asking for explicit prior consent to the changes.

All changes to our Privacy Policy will be available on this website. You can access the previous versions of this Policy [here](#).

This version of the Privacy Policy is effective from Jan 2019.

Summary

In accordance with applicable law, we only collect a limited amount of information about you that is necessary for improving our service.

We do not use profiling, we do not sell or in any other way spread your data to third parties, we do not use your data for purposes other than what we specified.

We also make sure that your data is stored securely. We delete all information deemed no longer necessary.

We constantly review our Privacy Policy in order to make it better and protect you more.

Contact

You can contact us at any time to:

- Request access to information that Entirely People Limited has about you
- Correct any information that Entirely People Limited has about you
- Delete information that Entirely People Limited has about you

If you have any additional questions about Entirely People Limited's collection and storage of data, please contact us at:

Martin Stoney, Director at Entirely People Limited

Martin.stoney@entirelypeople.co.uk