

TARVER MELROSE LIMITED

Privacy Policy

TARVER  MELROSE

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Introduction

Welcome to the Tarver Melrose privacy policy.

Tarver Melrose respects your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you visit our website at tarvermelrose.com (“our website”) (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you. This privacy policy also applies to any personal data collected or received through means other than our website – for example via email, letter, telephone or face-to-face contact.

1. Important information and who we are

Purpose of this privacy policy

This privacy policy aims to give you information on how Tarver Melrose collects and processes your personal data, including any data you may provide when (if applicable) you sign up to one or more newsletters or mailing lists, purchase a product or service, provide us with your cv or details as a potential candidate, or otherwise engage with us.

Our website is not intended for children and we do not knowingly collect data relating to children via our website. If you are below 16 you must stop using our website unless you have our express written consent to use it.

It is important that you read this privacy policy together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy policy supplements any such notices and is not intended to override them.

Controller

Tarver Melrose Limited is the controller and responsible for your personal data (collectively referred to as “Tarver Melrose”, “we”, “us” or “our” in this privacy policy).

We have appointed a responsible person for data protection matters (“Privacy Manager”) who is responsible for overseeing questions in relation to this privacy policy. If you have any questions about this privacy policy, including any requests to exercise your legal rights (as set out in paragraph 9 of this privacy policy), please contact the Privacy Manager using the details set out below.

Contact details

Our full details are:

Full name of legal entity: Tarver Melrose Limited

Name and title of Privacy Manager: Richard Langton, Director

Email address: richard.langton@tarvermelrose.com

Postal address: Tarver Melrose Limited, 180 Piccadilly, London, W1J 9HF.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Changes to the privacy policy and your duty to inform us of changes

This version was last updated on 7 December 2018.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

Third-party links

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy/notice of every website you visit.

2. The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

- **Identity & Contact Data** includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth, gender, job title and employment history, current employer, billing address, correspondence address, email address and telephone numbers.
- **Financial Data** includes bank account and payment card details.
- **Transaction Data** includes details about payments to and from you and other details of services you have obtained from us, including information regarding your financial and business affairs and other commercially sensitive information, along with any other information which you or a third party provide to us during the course of our provision of services to you.
- **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access our website.
- **Usage Data** includes information about how you use our website, products and services.
- **Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.

We also collect, use and share **Aggregated Data** such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does **not** directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy policy.

We do not routinely collect **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Similarly, we do not routinely collect information about criminal convictions and offences. However, in both cases, it is possible that potential candidates may volunteer such information to us unprompted. By way of example only, some candidates may make a disclosure with a view to informing their assessment of whether an opportunity is right for them. We will only use such data in accordance with your express instructions and in keeping with employment law.

If you fail to provide personal data

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you. In this case, we may have to cancel a service we proposed to provide to you, but we will notify you if this is the case at the time.

3. How is your personal data collected?

We use different methods to collect data from and about you including through:

- **Direct interactions.** You may give us your Identity & Contact, Transaction and Financial Data by filling in forms or by corresponding with us by post, phone, email or otherwise, including face-to-face contact. This includes personal data you provide when you:
 - request our services;
 - use our website;
 - subscribe to our mailings or publications;
 - request your CV or details to be considered for potential opportunities;
 - enter a survey or interact with us on social media; or
 - give us some feedback.
- **Automated technologies or interactions.** As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies. We may also receive Technical Data about you if you visit other websites employing our cookies.
- **Third parties or publicly available sources.** We may receive personal data about you from various third parties and public sources as set out below:
 - Technical Data from the following parties:
 - a) analytics providers such as Google;
 - b) advertising networks; and
 - c) search information providers.
 - Identity & Contact, Financial and Transaction Data from providers of technical, payment, delivery and credit reference services.
 - Identity & Contact Data from data brokers or aggregators.
 - Identity & Contact Data from publicly available sources such as Companies House, Local Authorities and the Electoral Register.
 - Identity & Contact and Transaction Data from third parties who identify you to us as a potential candidate for a position for which we are asked by a client to recruit.
 - Identity & Contact and Transaction Data from public regulatory bodies such as the police, HMRC, and courts.
 - Identity & Contact and Transaction Data from educational and training institutions

4. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

Generally we do not rely on consent as a legal basis for processing your personal data other than in relation to sending direct marketing communications to you via email or text message. You have the right to withdraw consent to marketing at any time by contacting us.

Purposes for which we will use your personal data

We have set out below, in a table format, a description of all the ways we plan (or may in the future plan) to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
Provision of executive search and advisory services (including file management and use)	(a) Identity & Contact (b) Financial (c) Transaction	(a) Performance of a contract with you (b) Necessary for our legitimate interests (including to recover debts due to us)
File archiving, deletion and destruction	(a) Identity & Contact (b) Usage (c) Financial (d) Transaction (e) Marketing and Communications	(a) Performance of a contract with you (b) Necessary for our legitimate interests (to keep our records updated and to study how clients use our services) (c) Necessary to comply with a legal obligation
Internal company management (including reporting, monitoring and complaints handling)	(a) Identity & Contact (b) Transaction (c) Financial (d) Marketing and Communications	(a) Performance of a contract with you (b) Necessary for our legitimate interests (to keep our records updated, to develop and grow our business and to study how clients use our services) (c) Necessary to comply with a legal obligation
To administer and protect our business and our website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(a) Identity & Contact (b) Technical	(a) Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise)

		(b) Necessary to comply with a legal obligation
Direct Electronic Marketing	(a) Identity & Contact (b) Transaction (c) Usage (d) Marketing and Communications	Consent

Marketing

We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising. It is entirely your choice whether you consent to us providing you with direct electronic marketing – we will only do so where you have given us your consent to do so.

Third-party marketing

We will not share your personal data with any third party for their marketing purposes. However, where you have consented to the receipt of marketing from us, we may use a third party to prepare and deliver such marketing materials on our behalf.

Opting out

You can ask us to stop (and to ask third parties to whom we have provided your personal data to stop) sending you marketing messages by contacting us at any time.

Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of our website may become inaccessible or not function properly. Please see our Cookies Policy on our website for further details regarding our use of cookies.

Ceasing Instructions

If you are a client, our contract documentation sets out how you may request us to cease the provision of services to you. However, in accordance with this policy, we may continue to process your personal data thereafter.

Change of purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. For the avoidance of doubt, where you provide us with your CV or other details to be considered for future opportunities, processing that personal data in respect of multiple such opportunities will not constitute a change of purpose.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

5. Disclosures of your personal data

We may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 4 above.

- External Third Parties as set out in the *Glossary*.
- Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy policy.

We require third parties to respect the security of your personal data and to treat it in accordance with the law. We do not authorise our third-party service providers to use your personal data for their own purposes, and only authorise them to process your personal data for specified purposes and in accordance with our instructions. We usually require all third-party data processors to either accept our Data Processing Conditions or impose their own acceptable conditions. This may not always be possible where we are using a data processor who, usually for reasons of disparity of size or bargaining power, will not engage with us to agree conditions. This would apply, by way of example only, to our use of Royal Mail to transmit personal data by post.

6. International transfers

Certain of our external third parties may be based outside the European Economic Area (EEA), so their processing of your personal data will involve a transfer of such personal data outside the EEA. For example, if you are a candidate and a potential opportunity is with a multi-national business, we may transmit your personal data to their representatives outside the EEA.

We may transfer publicly available data such as your name and job title outside the EEA without complying with the remainder of this paragraph 6 if you are a potential candidate for a job role that we are instructed to recruit for. If our client considers you to be a suitable candidate for the role and requests your CV and further details, and none of the safeguards set out below will apply, we will request your explicit consent to the transfer of such data.

Whenever we transfer your personal data outside the EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- We may transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission.
- We may use specific contracts approved by the European Commission which give personal data the same protection it has in Europe.
- We may transfer data to organisations in the USA if they are part of the Privacy Shield which requires them to provide similar protection to personal data shared between the Europe and the US.

Please contact us if you want further information on the specific mechanism used by us when transferring your personal data out of the EEA.

7. Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

8. Data retention

How long will you use my personal data for?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Details of retention periods for different aspects of your personal data are available in our retention policy which you can request from us by contacting us.

In some circumstances you can ask us to delete your data: see *Request erasure* below for further information.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

9. Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data.

If you wish to exercise any of those rights (as further detailed in the *Glossary*), please contact us.

No fee usually required

You will not usually have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

10. Glossary

LAWFUL BASIS

Legitimate Interest means the interest of our business in conducting and managing our business to enable us to give you the best service and the best and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law). You can

obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by contacting us

Performance of Contract means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.

Comply with a legal or regulatory obligation means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.

THIRD PARTIES

External Third Parties

- Service providers based both within and outside the EEA who provide IT and system administration services.
- Professional advisers including lawyers, bankers, auditors and insurers based both within and outside the EEA who provide consultancy, banking, legal, insurance and accounting services.
- HM Revenue & Customs, regulators and other authorities (including local, regional and national governmental organisations) based in the EEA (or occasionally outside the EEA in line with your specific instructions).
- (Where you are a candidate) Potential employers based both in and occasionally outside the EEA.
- Credit reference, complaints handling and outsourced administration support service companies based in the EEA.
- Qualification checking agencies usually based within the EEA.

YOUR LEGAL RIGHTS

You have the right to:

Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

December 2018