

**Information Security and Data Protection Policy****Data Protection and Privacy Policy**

As a recruitment company Switch Consulting processes personal data in relation to its own staff, work-seekers and individual client contacts. It is vitally important that we abide by the principles of the General Data Protection Regulation (GDPR) set out below.

This privacy policy explains what personal information we may collect about you, how we may use it and what we do to keep it secure. We also explain your rights in respect of your personal information and how to contact us should this become necessary.

**Gathering Information**

Any details that you may submit to us via the registration process on this website will be stored by us and will be accessible by employees of the company.

GDPR requires Switch Consulting as data controller to process data in accordance with the principles of data protection. These require that data shall be:

1. Fairly and lawfully processed
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Accurate
5. Not kept longer than reasonably necessary
6. Processed in accordance with the data subjects rights
7. Kept securely
8. Not transferred to countries outside the European Economic Area without adequate protection.

Personal data means data, which relates to a living individual who can be identified from the data or from the data together with other information, which is in the possession of, or is likely to come into possession of, Switch Consulting.

Processing means obtaining, recording or holding the data or carrying out any operation or set of operations on the data. It includes organising, adapting and amending the data, retrieval, consultation and use of the data, disclosing and erasure or destruction of the data. It is difficult to envisage any activity involving data, which does not amount to processing. It applies to any processing that is carried out on computer including any type of computer however described, main frame, desktop, laptop, etc.

By engaging Switch Consulting to look for work and providing us with personal data contained in a CV or public social media profile, work-seekers will be giving their consent to processing their details for work-finding purposes. If we intend to use your data for any other purpose we must obtain your specific consent.

## **CV Submission**

You have the option of sending us your CV via the Switch Consulting website, or applying via a third party website. Your CV will only be accessible by Switch Consulting employees and will only be sent to prospective employers with your prior consent. You should ensure that your CV and any other details held by us about you remain up to date.

## **What sort of data do we collect?**

In order to provide you with services, we may collect personal information about you from our website, from telephone calls, emails and other written and verbal communications. We would usually expect to keep a record of your contact details and details of any job opportunities we discuss with you. We may supplement this information with other information that we obtain from our contact with you. For example, but not exclusively, email address, salary, address, contact details, work history.

We may also process information about you where it is available from public sources. For example, if you have a professional profile online we may combine that type of information with the information you provide directly to us.

## **Why do we collect this personal data?**

We process this personal data as necessary to aid the recruitment process and to help us understand your personal and professional circumstances.

## **How long will we hold this information?**

We are required by law to hold your information for as long as is necessary to comply with our statutory and contractual obligations and in accordance with our legitimate interests as a data controller. This is typically five years.

We will use reasonable endeavours to ensure that your Personal Data is maintained and up to date.

## **How may we use your personal information?**

All personal information that we obtain about you will be held, used and protected by us in accordance with the latest data protection law and this privacy policy.

We will primarily use your personal information to provide recruitment services to you.

We may also use your information, for example, to improve the quality of the services we offer and for market research.

## **Will we contact you about opportunities?**

From time to time we would like to send you information about our recruitment services and events by mail, email or phone where you have given prior consent.

If you prefer not to receive information from us, please contact us by email [contactus@switchconsulting.co.uk](mailto:contactus@switchconsulting.co.uk) and we shall respond within 48 hours.

## **How is your data safeguarded?**

We have procedures in place to ensure that our computer systems and databases are protected against unauthorised use, loss and damage. Should any breach be detected we shall inform those affected within 48 hours of discovery.

## **How do you remove your name from our database?**

You have the right to request a copy of the information we hold for you on our systems and the right to be deleted from our database. Please email [contactus@switchconsulting.co.uk](mailto:contactus@switchconsulting.co.uk) and we shall respond within 48 hours of your request. Note, we shall not provide information on other people.

## **Changes to Our Privacy Policy**

Our privacy policy is subject to change and we will notify visitors of a change in policy via our website. Continued use of our website or our services will constitute your acceptance of the revised policy