

# Privacy Policy

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valwade  
RECRUITMENT



## Privacy Policy

This Privacy Policy explains what we do with your personal data, whether we are in the process of helping you find a job, continuing our relationship with you once we have found you a role, providing you with a service, receiving a service from you, using your data to ask for your assistance in relation to one of our Candidates, or you are visiting our website.

It describes how we collect, use and process your personal data, and how, in doing so, we comply with our legal obligations to you. Your privacy is important to us, and we are committed to protecting and safeguarding your data privacy rights.

This Privacy Policy applies to the personal data of our Website Users, Candidates, Clients, Suppliers, and other people whom we may contact in order to find out more about our Candidates or whom they indicate is an emergency contact. It also applies to the emergency contacts of our staff.

For the purpose of applicable data protection legislation (including but not limited to the General Data Protection Regulation (Regulation (EU) 2016/679) (the "GDPR"), the company responsible for your personal data ("Val Wade Recruitment" or "us") can be found here.

It is important to point out that we may amend this Privacy Policy from time to time. Please just visit this page if you want to stay up to date, as we will post any changes here.

If you are dissatisfied with any aspect of our Privacy Policy, you may have legal rights and, where relevant, we have described these as well.

## WHAT KIND OF PERSONAL INFORMATION DO WE COLLECT?

So you're looking for a bit more insight into what data we collect about you? Here's a detailed look at the information we may collect. The information described below is, of course, in addition to any personal data we are required by law to process in any given situation.

**CANDIDATE DATA:** Depending on the relevant circumstances and applicable local laws and requirements, we may collect some or all of the information listed below to enable us to offer you employment opportunities which are tailored to your circumstances and your interests. In some jurisdictions, we are restricted from processing some of the data outlined below. In such cases, we will not process the data in those jurisdictions: -

- Name;
- Age/date of birth;
- Sex/gender;
- Marital status;
- Contact details;
- Education details;
- Employment history;
- Referee details;
- Immigration status (whether you need a work permit);
- Nationality/citizenship/place of birth;
- A copy of your driving licence and/or passport/identity card; PASSPORT VISA PERMIT
- National Insurance Number
- Diversity information including racial or ethnic origin, religious or other similar beliefs, and physical or mental health, including disability-related information;
- Details of any criminal convictions if this is required for a role that you are interested in applying for;
- Bank details (Deleted when you stop working with us)
- Details about your current remuneration, pensions and benefits arrangements;
- Information on your interests and needs regarding future employment, both collected directly and inferred, for example from jobs viewed or articles read on our website;
- Extra information that you choose to tell us;
- Extra information that your referees chooses to tell us about you;
- Extra information that our Clients may tell us about you, or that we find from other third party sources such as job sites;
- IP address;
- The dates, times and frequency with which you access our services; and
- CCTV footage if you attend our premises.

Please note that the above list of categories of personal data we may collect is not exhaustive.

To the extent that you access our website we will also collect certain data from you. If you would like more information about this, please [click here](#).

**CLIENT DATA:** The data we collect about Clients is actually very limited. We generally only need to have your contact details or the details of individual contacts at your organisation (such as their names, telephone numbers and email addresses) to enable us to ensure that our relationship runs smoothly. We also hold information relating to your online engagement with Candidate profiles and other material published by Val Wade Recruitment, which we use to ensure that our marketing communications to you are relevant and timely. We may also hold extra information that someone in your organisation has chosen to tell us. In certain circumstances, such as when you engage with our Finance and Debt Recovery teams, our calls with you may be recorded, depending on the applicable local laws and requirements. If we need any additional personal data for any reason, we will let you know.

To the extent that you access our website we will also collect certain data from you. If you would like more information about this, please [click here](#).

**SUPPLIER DATA:** We don't collect much data about Suppliers - we simply need to make sure that our relationship runs smoothly. We'll collect the details for our contacts within your organisation, such as names, telephone numbers and email addresses. We'll also collect bank details, so that we can pay you. We may also hold extra information that someone in your organisation has chosen to tell us. In certain circumstances, such as when you engage with our Finance and Debt Recovery teams, our calls with you may be recorded, depending on the applicable local laws and requirements.

To the extent that you access our website we will also collect certain data from you. If you would like more information about this, please [click here](#).

## PEOPLE WHOSE DATA WE RECEIVE FROM CANDIDATES AND STAFF, SUCH AS REFEREES AND EMERGENCY CONTACTS:

All we need from referees is confirmation of what you already know about our Candidate or prospective member of Staff, so that they can secure that job they really want. Emergency contact details give us somebody to call on in an emergency.

To ask for a reference, we'll obviously need the referee's contact details (such as name, email address and telephone number). We'll also need these details if our Candidate or a member of our Staff has put you down as their emergency contact so that we can contact you in the event of an accident or an emergency.

**WEBSITE USERS:** We collect a limited amount of data from our Website Users which we use to help us to improve your experience when using our website and to help us manage the services we provide. This includes information such as how you use our website, the frequency with which you access our website, your browser type, the location you view our website from, the language you choose to view it in and the times that our website is most popular. If you contact us via the website, for example by using the chat function, we will collect any information that you provide to us, for example your name and contact details.

If you would like to find out more information about what data we collect about you when you visit our website, please click [here](#).

## **HOW DO WE COLLECT YOUR PERSONAL DATA?**

**CANDIDATE DATA:** We collect Candidate personal data in three primary ways:

1. Personal data that you, the Candidate, give to us;
  2. Personal data that we receive from other sources; and
  3. Personal data that we collect automatically.
- Personal data you give to us

Val Wade Recruitment needs to know certain information about you in order to provide a tailored service. This will enable us to provide you with the best opportunities, and should save you time in not having to trawl through information about jobs and services that are not relevant to you.

There are numerous ways you can share your information with us. It all depends on what suits you. These may include:

- Entering your details on the Val Wade Recruitment website or via an application form, as part of the registration process;
- Leaving a hard copy CV at a Val Wade Recruitment recruitment event, job fair or office;
- Emailing your CV to a Val Wade Recruitment consultant or being interviewed by them;

- Applying for jobs through a job aggregator, which then redirects you to the Val Wade Recruitment website;
  - Entering your personal details into a Val Wade Recruitment microsite; or
  - Entering a competition through a social media channel such as Facebook or Twitter.
- Personal data we receive from other sources

We also receive personal data about Candidate from other sources. Depending on the relevant circumstances and applicable local laws and requirements, these may include personal data received in the following situations:

- Your referees may disclose personal information about you;
- Our Clients may share personal information about you with us;
- We may obtain information about you from searching for potential Candidate from third party sources, such as LinkedIn and other job sites;
- If you 'like' our page on Facebook or 'follow' us on Twitter we will receive your personal information from those sites; and
- If you were referred to us through an RPO or an MSP supplier, they may share personal information about you with us.

## **Personal data we collect automatically**

To the extent that you access our website or read or click on an email from us, where appropriate and in accordance with any local laws and requirements, we may also collect your data automatically or through you providing it to us. For more information please click [here](#).

**CLIENT DATA :**We collect Client personal data in three ways: 1. Personal data that we receive directly from you;

2. Personal data that we receive from other sources; and
3. Personal data that we collect automatically.

Personal data that we receive directly from you

We both share the same goal - to make sure that you have the best staff for your organisation. We will receive data directly from you in two ways: - Where you contact us proactively, usually by phone or email; and/or

- Where we contact you, either by phone or email, or through our consultants' business development activities more generally.

## **Personal data we receive from other sources:**

Where appropriate and in accordance with any local laws and requirements, we may seek more information about you or your colleagues from other sources generally by way of due diligence or other market intelligence including: - From third party market research and by analysing online and offline media (which we may do ourselves, or employ other organisations to do for us);

- From delegate lists at relevant events; and
- From other limited sources and third parties (for example from our Candidates to the extent that they provide us with your details to act as a referee for them).

## **Personal data we collect via our website:**

To the extent that you access our website or read or click on an email from us, where appropriate and in accordance with any local laws and requirements, we may also collect your data automatically or through you providing it to us. For more information please [click here](#).

**WEBSITE USERS:** When you visit our website there is certain information that we may automatically collect, whether or not you decide to use our services. This includes your IP address, the date and the times and frequency with which you access the website and the way you browse its content.

We collect your data automatically via cookies, in line with cookie settings in your browser. If you are also a Candidate or Client of Val Wade Recruitment, we may use data from your use of our websites to enhance other aspects of our communications with or service to you. If you would like to find out more about cookies, including how we use them and what choices are available to you, please [click here](#).

## **HOW DO WE USE YOUR PERSONAL DATA?**

Having obtained data about you, we then use it in a number of ways.

**CANDIDATE DATA:** We generally use Candidate data in four ways:

- Recruitment Activities;
- Marketing Activities;
- Equal Opportunities Monitoring; and
- To help us to establish, exercise or defend legal claims.
- In appropriate circumstances in the future, we may also use Candidate data for Profiling.

## **Here are some more details about each: Recruitment Activities**

- Obviously, our main area of work is recruitment – connecting the right Candidates with the right jobs. We've listed below various ways in which we may use and process your personal data for this purpose, where appropriate and in accordance with any local laws and requirements. Please note that this list is not exhaustive. Collecting your data from you and other sources, such as LinkedIn;
- Storing your details (and updating them when necessary) on our database, so that we can contact you in relation to recruitment;
  - Providing you with our recruitment services and to facilitate the recruitment process;
  - Assessing data about you against vacancies which we think may be suitable for you;
  - Sending your information to Clients, in order to apply for jobs or to assess your eligibility for jobs, with prior permission;
  - Enabling you to submit your CV, apply online for jobs or to subscribe to alerts about jobs we think may be of interest to you;
  - Allowing you to participate in specialist online training;
  - Allowing you to participate in the interactive features of our services, when you choose to do so;
  - Carrying out our obligations arising from any contracts entered into between us;
  - Carrying out our obligations arising from any contracts entered into between Val Wade Recruitment and third parties in relation to your recruitment;
  - Facilitating our payroll and invoicing processes;
  - Carrying out customer satisfaction surveys;
  - Verifying details you have provided, using third party resources (such as psychometric evaluations or skills tests), or to request information (such as references, qualifications and potentially any criminal convictions, to the extent that this is appropriate and in accordance with local laws);
  - Complying with our legal obligations in connection with the detection of crime or the collection of taxes or duties; and
  - Processing your data to enable us to send you targeted, relevant marketing materials or other communications which we think are likely to be of interest to you.

We may use your personal data for the above purposes if we deem it necessary to do so for our legitimate interests. If you want to know more about what this means, please [click here](#). If you are not happy about this, in certain circumstances you have the right to object and can find out more about how and when to do this [here](#).

## Marketing Activities

We may periodically send you information that we think you may find interesting, or to ask for your help with connecting other Candidates with jobs. In particular, we may wish to use your data for the purposes listed below, where appropriate and in accordance with any local laws and requirements. Please note that this list is not exhaustive. To:

- enable us to develop and market other products and services;
- market our full range of recruitment services (permanent, temporary, contract services) to you;
- send you details of reports, promotions, offers, networking and client events, and general information about the industry sectors which we think might be of interest to you;
- display promotional excerpts from your details on Val Wade Recruitment's website(s) as a success story (only where we have obtained your express consent to do so); and
- provide you with information about certain discounts and offers that you are eligible for by virtue of your relationship with Val Wade Recruitment.

We need your consent for some aspects of these activities which are not covered by our legitimate interests (in particular, the collection of data via cookies, and the delivery of direct marketing to you through digital channels) and, depending on the situation, we'll ask for this via an opt-in or soft-opt-in (which we explain further below). Please note that in certain of the jurisdictions in which we operate, we comply with additional local law requirements. For more information in relation to your jurisdiction, please click [here](#).

Soft opt-in consent is a specific type of consent which applies where you have previously engaged with us (for example by submitting a job application or CV, or registering a vacancy to be filled), and we are marketing other recruitment-related services. Under 'soft opt-in' consent, we will take your consent as given unless or until you opt out. For most people, this is beneficial as it allows us to suggest other jobs to you alongside the specific one you applied for, significantly increasing the likelihood of us finding you a new position. For other types of e-marketing, we are required to obtain your explicit consent.

If you want to know more about how we obtain consent, please click [here](#). If you are not happy about our approach to marketing, you have the right to withdraw your consent at any time and can find out more about how to do so [here](#). Nobody's perfect, even though we try to be. We want to let you know that even if you have opted out from our marketing communications through our preference centre, it is

possible that your details may be recaptured through public sources in an unconnected marketing campaign. We will try to make sure this doesn't happen, but if it does, we're sorry. We'd just ask that in those circumstances you opt out again.

All our marketing is based on what we think will serve our Clients and Candidates best, but we know we won't always get it right for everyone. We may use your data to show you Val Wade Recruitment adverts and other content on other websites, for example Facebook. If you do not want us to use your data in this way, please turn off the "Advertising Cookies" option (please refer to our Cookies Policy). Even where you have turned off advertising cookies, it is still possible that you may see a Val Wade Recruitment advert, but in this case it won't have been targeted at you personally, but rather at an anonymous audience.

## Equal opportunities monitoring and other sensitive personal data

We are committed to ensuring that our recruitment processes are aligned with our approach to equal opportunities. Some of the data we may (in appropriate circumstances and in accordance with local law and requirements) collect about you comes under the umbrella of "diversity information". This could be information about your ethnic background, gender, disability, age, sexual orientation, religion or other similar beliefs, and/or social-economic background. Where appropriate and in accordance with local laws and requirements, we'll use this information on an anonymised basis to monitor our compliance with our equal opportunities policy. We may also disclose this (suitably anonymised where relevant) data to Clients where this is contractually required or the Client specifically requests such information to enable them to comply with their own employment processes.

This information is what is called 'sensitive' personal information and slightly stricter data protection rules apply to it. We therefore need to obtain your explicit consent before we can use it. We'll ask for your consent by offering you an opt-in. This means that you have to explicitly and clearly tell us that you agree to us collecting and using this information.

We may collect other sensitive personal data about you, such as health-related information, religious affiliation, or details of any criminal convictions if this is appropriate in accordance with local laws and is required for a role that you are interested in applying for. We will never do this without your explicit consent.

If you would like to find out more about consent, please click [here](#). Please note that in certain of the jurisdictions in which we operate, different rules apply to this sensitive data. For more information in relation to your jurisdiction, please click [here](#).

If you are not happy about this, you have the right to withdraw your consent at any time and you can find out how to do so [here](#).

### **To help us to establish, exercise or defend legal claims**

In more unusual circumstances, we may use your personal data to help us to establish, exercise or defend legal claims.

### **Profiling**

Although at present all our recruitment activities involve human-decision making during the process, we may in the future use fully automated technologies such as expert systems or machine learning to complete a Candidate selection process from end-to-end, where appropriate and in accordance with any local laws and requirements.

Where appropriate, we will seek your consent to carry out some or all of these activities. If you do not provide consent to profiling, your application will continue to be reviewed manually for opportunities you apply for, but your profile will not be automatically considered for alternative roles. This is likely to decrease the likelihood of us successfully finding you a new job.

You have the right to withdraw that consent at any time and can find out more about how to do so [here](#).

**CLIENT DATA:** We use Client information for: - Recruitment Activities; - Marketing Activities; and - To help us to establish, exercise or defend legal claims.

### **Here are some more details about each: Recruitment Activities**

Obviously, our main area of work is recruitment, through providing you with Candidates. We've listed below the various ways in which we use your data in order to facilitate this. Storing your details (and updating them when necessary) on our database, so that we can contact you in relation to recruitment activities;

- Keeping records of our conversations and meetings, so that we can provide targeted services to you; - Undertaking customer satisfaction surveys; and

- Processing your data for the purpose of targeting appropriate marketing campaigns.

We may use your personal data for these purposes if we deem this to be necessary for our legitimate interests. If you would like to know more about what this means, please click [here](#).

If you are not happy about this, in certain circumstances you have the right to object and can find out more about how and when to do this [here](#).

### **To help us to establish, exercise or defend legal claims**

In more unusual circumstances, we may use your personal data to help us to establish, exercise or defend legal claims.

**SUPPLIER DATA:** We realise that you're probably busy, and don't want us to be contacting you about all sorts of things. To find the right balance, we will only use your information: - To store (and update when necessary) your details on our database, so that we can contact you in relation to our agreements; - To offer services to you or to obtain support and services from you; - To perform certain legal obligations; - To help us to target appropriate marketing campaigns; and - In more unusual circumstances, to help us to establish, exercise or defend legal claims.

We may use your personal data for these purposes if we deem this to be necessary for our legitimate interests. If you want to know more about what this means, please click [here](#).

We will not, as a matter of course, seek your consent when sending marketing messages to a corporate postal or email address.

If you are not happy about this, in certain circumstances you have the right to object and can find out more about how to do so [here](#).

Please note that in certain of the jurisdictions in which we operate, we comply with additional local law requirements For more information in relation to your jurisdiction, please click [here](#).

## **PEOPLE WHOSE DATA WE RECEIVE FROM CANDIDATES AND STAFF, SUCH AS REFEREES AND EMERGENCY CONTACTS:**

We will only use the information that our Candidate gives us about you for the following purposes: - If our Candidates or Staff members put you down on our form as an emergency contact, we'll contact you in the case of an accident or emergency affecting them; or - If you were put down by our Candidate or a prospective member of Staff as a referee, we will contact you in order to take up a reference. This is an important part of our Candidate quality assurance process, and could be the difference between the individual getting a job or not.

- If you were put down by our Candidate or a prospective member of Staff as a referee, we may sometimes use your details to contact you in relation to recruitment activities that we think may be of interest to you, in which case we will use your data for the same purposes for which we use the data of Clients. If you would like to find out more about what this means, please click [here](#).

We may use your personal data for these purposes if we deem this to be necessary for our legitimate interests. If you are not happy about this, you have the right to object and can find out more about how to do so here.

**WEBSITE USERS:** We use your data to help us to improve your experience of using our website, for example by analysing your recent job search criteria to help us to present jobs or Candidates to you that we think you'll be interested in.

If you would like to find out more about cookies, including how we use them and what choices are available to you, please click [here](#).

## **WHO DO WE SHARE YOUR PERSONAL DATA WITH?**

Where appropriate and in accordance with local laws and requirements, we may share your personal data, in various ways and for various reasons, with the following categories of people: - Any of our group companies;

- Individuals and organisations who hold information related to your reference or application to work with us, such as current, past or prospective employers, educators and examining bodies and employment and recruitment agencies;

- Tax, audit, or other authorities, when we believe in good faith that the law or other regulation requires us to share this data (for example, because of a request by a tax authority or in connection with any

anticipated litigation);

- Third party service providers who perform functions on our behalf (including external consultants, business associates and professional advisers such as lawyers, auditors and accountants, technical support functions and IT consultants carrying out testing and development work on our business technology systems);

- Third party outsourced IT and document storage providers where we have an appropriate processing agreement (or similar protections) in place;

- Marketing technology platforms and suppliers;

- In the case of Candidates: potential employers and other recruitment agencies/organisations to increase your chances of finding employment;

- In the case of Candidates: third party partners, job boards and job aggregators where we consider this will improve the chances of finding you the right job;

- In the case of Candidates and our Candidates' and prospective members of Staff's referees: third parties who we have retained to provide services such as reference, qualification and criminal convictions checks, to the extent that these checks are appropriate and in accordance with local laws;

- If Val Wade Recruitment merges with or is acquired by another business or company in the future, (or is in meaningful discussions about such a possibility) we may share your personal data with the (prospective) new owners of the business or company.

## **HOW DO WE SAFEGUARD YOUR PERSONAL DATA?**

We are committed to taking all reasonable and appropriate steps to protect the personal information that we hold from misuse, loss, or unauthorised access. We do this by having in place a range of appropriate technical and organisational measures. These include measures to deal with any suspected data breach.

If you suspect any misuse or loss of or unauthorised access to your personal information please let us know immediately. Details of how to contact us can be found [here](#).

## **HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?**

We will Delete your personal data from our systems if we have not had any meaningful contact with you (or, where appropriate, the company you are working for or with) for one year (or for such longer period as we believe in good faith that the law or relevant regulators require us to preserve your data). After this period, it is likely your data will no longer be relevant for the purposes for which it was collected.

For those Candidates whose services are provided via a third party company or other entity, "meaningful contact" with you means meaningful contact with the company or entity which supplies your services. Where we are notified by such company or entity that it no longer has that relationship with you, we will retain your data for no longer than one year from that point or, if later, for the period of one year from the point we subsequently have meaningful contact directly with you.

When we refer to "meaningful contact", we mean, for example, communication between us (either verbal or written), or where you are actively engaging with our online services. If you are a Candidate we will consider there to be meaningful contact with you if you submit your updated CV onto our website or take part in any of our online training. We will also consider it meaningful contact if you communicate with us about potential roles, either by verbal or written communication or click through from any of our marketing communications. Your receipt, opening or reading of an email or other digital message from us will not count as meaningful contact - this will only occur in cases where you click-through or reply directly.

### **HOW CAN YOU ACCESS, AMEND OR TAKE BACK THE PERSONAL DATA THAT YOU HAVE GIVEN TO US?**

One of the GDPR's main objectives is to protect and clarify the rights of EU citizens and individuals in the EU with regards to data privacy. This means that you retain various rights in respect of your data, even once you have given it to us. These are described in more detail below.

To get in touch about these rights, please contact us. We will seek to deal with your request without undue delay, and in any event within one month (subject to any extensions to which we are lawfully entitled). Please note that we may keep a record of your communications to help us resolve any issues which you raise.

**Right to object:** this right enables you to object to us processing your personal data where we do so for one of the following four reasons: (i) our legitimate interests; (ii) to enable us to perform a task in the public interest or exercise official authority; (iii) to send you direct marketing materials; and (iv) for scientific, historical, research, or statistical purposes.

The "legitimate interests" and "direct marketing" categories above are the ones most likely to apply to our Website Users, Candidates, Clients and Suppliers.

If your objection relates to us processing your personal data because we deem it necessary for your legitimate interests, we must act on your objection by ceasing the activity in question unless: - we can show that we have compelling legitimate grounds for processing which overrides your interests; or - we are processing your data for the establishment, exercise or defence of a legal claim.

It is Val Wade's company policy of clearing all email correspondence in line with data protection and privacy best practice. Client correspondence will be deleted after one year and all candidate correspondence if we have not had meaningful contact after 6 months. If clients or candidates require access to personal data, only emails within this time frame will be accessible, so please bear this in mind when requesting all related email communication.

**Right to withdraw consent:** Where we have obtained your consent to process your personal data for certain activities (for example, for our marketing arrangements or automatic profiling), you may withdraw this consent at any time and we will cease to carry out the particular activity that you previously consented to unless we consider that there is an alternative reason to justify our continued processing of your data for this purpose in which case we will inform you of this condition.

**Data Subject Access Requests (DSAR):** You may ask us to confirm what information we hold about you at any time, and request us to modify, update or Delete such information. We may ask you to verify your identity and for more information about your request. If we provide you with access to the information we hold about you, we will not charge you for this unless your request is "manifestly unfounded or excessive". If you request further copies of this information from us, we may charge you a reasonable administrative cost where legally permissible. Where we are legally permitted to do so, we may refuse your request. If we refuse your request we will always tell you the reasons for doing so.

**Right to erasure:** You have the right to request that we erase your personal data in certain circumstances. Normally, the information must meet one of the following criteria: - the data are no longer necessary for the purpose for which we originally collected and/or processed them; - where previously given, you have withdrawn your consent to us processing your data, and there is no other valid reason for us to continue processing; - the data has been processed unlawfully (i.e. in a manner which does not comply with the GDPR); - it is necessary for the data to be erased in order for us

to comply with our legal obligations as a data controller; or

- if we process the data because we believe it necessary to do so for our legitimate interests, you object to the processing and we are unable to demonstrate overriding legitimate grounds for our continued processing.

We would only be entitled to refuse to comply with your request for one of the following reasons:

- to exercise the right of freedom of expression and information;
- to comply with legal obligations or for the performance of a public interest task or exercise of official authority;
- for public health reasons in the public interest;
- for archival, research or statistical purposes; or
- to exercise or defend a legal claim.

When complying with a valid request for the erasure of data we will take all reasonably practicable steps to Delete the relevant data.

**Right to restrict processing:** You have the right to request that we restrict our processing of your personal data in certain circumstances. This means that we can only continue to store your data and will not be able to carry out any further processing activities with it until either: (i) one of the circumstances listed below is resolved; (ii) you consent; or (iii) further processing is necessary for either the establishment, exercise or defence of legal claims, the protection of the rights of another individual, or reasons of important EU or Member State public interest.

The circumstances in which you are entitled to request that we restrict the processing of your personal data are: - where you dispute the accuracy of the personal data that we are processing about you. In this case, our processing of your personal data will be restricted for the period during which the accuracy of the data is verified;

- where you object to our processing of your personal data for our legitimate interests. Here, you can request that the data be restricted while we verify our grounds for processing your personal data;
- where our processing of your data is unlawful, but you would prefer us to restrict our processing of it rather than erasing it; and
- where we have no further need to process your personal data but you require the data to establish, exercise, or defend legal claims.

If we have shared your personal data with third parties, we will notify them about the restricted processing

unless this is impossible or involves disproportionate effort. We will, of course, notify you before lifting any restriction on processing your personal data.

**Right to rectification:** You also have the right to request that we rectify any inaccurate or incomplete personal data that we hold about you. If we have shared this personal data with third parties, we will notify them about the rectification unless this is impossible or involves disproportionate effort. Where appropriate, we will also tell you which third parties we have disclosed the inaccurate or incomplete personal data to. Where we think that it is reasonable for us not to comply with your request, we will explain our reasons for this decision.

**Right of data portability:** If you wish, you have the right to transfer your personal data between data controllers. In effect, this means that you are able to transfer your Val Wade Recruitment account details to another online platform. To allow you to do so, we will provide you with your data in a commonly used machine-readable format that is password-protected so that you can transfer the data to another online platform. Alternatively, we may directly transfer the data for you. This right of data portability applies to: (i) personal data that we process automatically (i.e. without any human intervention); (ii) personal data provided by you; and (iii) personal data that we process based on your consent or in order to fulfil a contract.

**Right to lodge a complaint with a supervisory authority:** You also have the right to lodge a complaint with your local supervisory authority. Details of how to contact them can be found [here](#).

If you would like to exercise any of these rights, or withdraw your consent to the processing of your personal data (where consent is our legal basis for processing your personal data), details of how to contact us can be found [here](#). Please note that we may keep a record of your communications to help us resolve any issues which you raise.

You may ask to unsubscribe from job alerts at any time. Details of how to do so can be found [here](#).

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during the period for which we hold your data.

## **WHO IS RESPONSIBLE FOR PROCESSING YOUR PERSONAL DATA ON THE VAL WADE RECRUITMENT WEBSITE?**

You can find out which Val Wade Recruitment member is responsible for processing your personal data and where it is located by following this link.

If you have any comments or suggestions concerning this Privacy Policy please follow this link. We take privacy seriously so we'll get back to you as soon as possible.