



Privacy Policy

www.paritasrecruitment.com

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Introduction

Paritas Recruitment is committed to protecting and respecting your privacy. 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.

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 is *Paritas Recruitment*.

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

For the purposes of the data protection legislation from time to time in force, *Paritas Recruitment* is the data controller and is responsible for your personal data. Our nominated Data Protection Officer (DPO) is one of the founding directors, Leigh Albrecht and he can be contacted at dataprotection@paritasrecruitment.com.

What Kind of Personal Data Do We Collect?

Candidate Data

Depending on the circumstances, we may collect some or all of the information listed below to enable us to offer you employment opportunities tailored to your circumstances and interests. This may include: your name, contact numbers, email addresses, curriculum vitae, photograph, education details, employment history, sex and gender, nationality / citizenship / place of birth, immigration status, diversity information (including racial or ethnic origin, religious or other similar beliefs, and physical or mental health, including disability-related information), links to your professional profiles available in the public domain e.g. LinkedIn, Twitter, business Facebook or corporate website), financial information (where we need it to carry out financial background checks or pay you), National Insurance / social security number and tax related information, referee details, details about your current remuneration, pensions and benefits arrangements and emergency contact details. In addition, you may choose to share other information with us that you think is relevant.



Where appropriate or necessary (and in accordance with legal requirements) we may also collect information related to your health or details of any criminal convictions (where this is required for a role that you are applying for). We may ask you to provide diversity information (on a voluntary basis) for the reasons and in the circumstances set out below.

Finally, the building in which our office is located has CCTV installed in the ground floor reception and common areas and therefore if you visit us at our premises we may collect CCTV footage.

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 may also hold information from you being connected to consultants through business networking sites / social media. We will store information relating to your engagement with candidate profiles and other material published by *Paritas Recruitment*. We may also hold extra information that someone in your organisation has chosen to tell us, or for example, when you are named as a referee. In certain circumstances, such as when you engage with our Finance and Debt Recovery teams. If we need any additional personal data for any reason, we will let you know.

If you are a *Paritas Recruitment* customer, we need to collect and use information about you, or individuals at your organization, in the course of providing you services such as:

- (i) finding Candidates who are the right fit for you or your organisation;
- (ii) providing you with Recruitment Process Outsourcing “(RPO)” services (or assisting another organization to do so); and/or
- (iii) notifying you of content published by *Paritas Recruitment* which is likely to be relevant and useful to you (for example our salary surveys and market updates).

Supplier Data

We need a small amount of information from our suppliers to ensure that things run smoothly. We need contact details of relevant individuals at your organisation so that we can communicate with you. We also need other information such as your bank details so that we can pay for the services you provide (if this is part of the contractual arrangements between us).

People Whose Data We Receive from Candidates and Staff, Such As Referees and Emergency Contacts

In order to provide Candidates with suitable employment opportunities safely and securely and to provide for every eventuality for them and our Staff, we need some basic background information. We only ask for very basic contact details, so that we can get in touch with you either for a reference or because you've been listed as an emergency contact for one of our Staff members.

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 your IP address, the date and the times and frequency with which you access the website and the way you browse its content.



We will also collect data from you automatically via cookies in line with the cookie settings in your browser. If you would like to know more about cookies including how we use them and the choices available please refer to the Cookies section of this Privacy Policy.

A number of elements of the personal data we collect from you are required to enable us to fulfil our contractual duties to you or to others. Where appropriate, some, for example Candidates' proof of right to work or National Insurance number is required by law. Other items may simply be needed to ensure that our relationship can run smoothly.

Depending on the type of personal data in question and the grounds on which we may be processing it, should you decline to provide us with such data, we may not be able to fulfil our contractual requirements or, in extreme cases, may not be able to continue with our relationship.

How Do We Collect Your Personal Data?

We collect information about Candidates when you register as a Candidate with *Paritas Recruitment* by completing the registration form on our website (www.paritasrecruitment.com) or by sending us / uploading your CV or by corresponding with our consultants by phone, e-mail or in person.

You may also provide us with your personal data when you use our website, subscribe to our services, participate in salary and other market surveys, attend our events, participate in discussion boards or other social media functions on our site, apply for jobs with us via a job board which may also redirect you to our website and if you report a problem with our website.

We may also receive personal data about you from other sources such as referees, our Clients and from third party sources, such as LinkedIn and other job board websites, your business card and personal recommendations. For example, 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 a recruitment process outsourcer (RPO) or other Supplier - they may share personal information about you with us.

We also work closely with third parties including our group companies, business partners, sub-contractors in technical, professional, payment and other services, advertising networks, analytics providers, search information providers, credit reference agencies, professional advisors. We may receive information about you from them for the purposes of our recruitment services and ancillary support services.

We may also hold your data due to you being an emergency contact for an employee.

Candidate Data

There are two main ways in which we collect your personal data:

1. Directly from you; and
2. From third parties.

We collect information about Candidates when you register as a Candidate with *Paritas Recruitment* by completing the registration form on our website (www.paritasrecruitment.com) or



by sending us / uploading your CV or by corresponding with our consultants by phone, e-mail or in person.

You may also provide us with your personal data when you use our website, subscribe to our services, participate in salary and other market surveys, attend our events, participate in discussion boards or other social media functions on our site, apply for jobs with us via a job board which may also redirect you to our website and if you report a problem with our website.

We may also receive personal data about you from other sources such as referees, our Clients and from third party sources, such as LinkedIn and other job board websites, your business card and personal recommendations. For example, 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 a recruitment process outsourcer (RPO) or other Supplier - they may share personal information about you with us.

We also work closely with third parties including our group companies, business partners, sub-contractors in technical, professional, payment and other services, advertising networks, analytics providers, search information providers, credit reference agencies, professional advisors. We may receive information about you from them for the purposes of our recruitment services and ancillary support services.

We may also hold your data due to you being an emergency contact for an employee.

Client Data

There are two main ways in which we collect your personal data:

1. Directly from you; and
2. From third parties (e.g. our Candidates) and other limited sources (e.g. online and offline media).

To the extent that you access our website or read or click on an email from us, we may also collect certain data automatically or through you providing it to us.

Supplier Data

We collect your personal data during the course of our work with you.

To the extent that you access our website or read or click on an email from us, we may also collect certain data automatically or through you providing it to us.

People Whose Data We Receive from Candidates and Staff, Such As Referees and Emergency Contacts

We collect your contact details only where a Candidate or a member of our Staff puts you down as their emergency contact or where a Candidate gives them to us in order for you to serve as a referee.

Website Users

We collect your data automatically via cookies when you visit our website, in line with cookie settings in your browser. If you would like to find out more about cookies, including how we use them and what choices are available to you, please read our more detailed description below.

How Do We Use Your Personal Data?

Candidate Data

The main reason for using your personal details is to help you find employment or other work roles that might be suitable for you. The more information we have about you, your skillset and your ambitions, the more bespoke we can make our service. Where appropriate and in accordance with local laws and requirements, we may also use your personal data for things like marketing, profiling and diversity monitoring. Where appropriate, we will seek your consent to undertake some of these activities.

We use Candidate data as follows:

- Storing your details (and updating them when necessary) on our database, so that we can contact you in relation to recruitment services.
- Assessing data about you against vacancies which we think may be suitable for you.
- Sending your information to Clients (with your prior consent) in order to apply for jobs or to assess your eligibility for jobs.
- 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.
- Carrying out our obligations arising from any contracts entered into between us.
- Carrying out our obligations arising from any contracts entered into between *Paritas Recruitment* and third parties in relation to your recruitment.
- Facilitating our payroll and invoicing processes (when *Paritas Recruitment* is responsible for paying you).
- Carrying out market surveys and market reports.
- Verifying details, you have provided, using third party resources (such as psychometric evaluations and regulatory checks).
- Verifying your identity (for example when you return to the website and have already logged in).
- To request information (such as references, qualifications and potentially any criminal convictions, to the extent that this is appropriate and necessary with respect to roles you are applying for).
- Complying with our legal obligations in connection with the detection of crime or the collection of taxes or duties.
- 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.

Client Data

The main reason for using information about Clients is to ensure that the contractual arrangements between us can properly be implemented so that the relationship can run smoothly. This may involve:

- (i) identifying Candidates who we think will be the right fit for you or your organisation;
- (ii) providing you with RPO Services (or assisting another organisation to do so). The more information we have, the more bespoke we can make our service.

We use Client data as follows:

- To provide our Clients with the best service possible.

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- We store your personal data and/or the personal data of individual contacts at your organisation as well as keeping records of our conversations, meetings, registered jobs and placements on our database.
- From time to time, we may also ask you to undertake a customer satisfaction survey.
- 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.

Supplier Data

The main reasons for using your personal data are to ensure that the contractual arrangements between us can properly be implemented so that the relationship can run smoothly, and to comply with legal requirements.

We use Supplier data as follows:

- To facilitate receipt of services from you and we hold your financial data so that we can pay you for your services.
- To enable us to send you targeted, relevant marketing materials or other communications which we think are likely to be of interest to you.

People Whose Data We Receive from Candidates and Staff, Such As Referees and Emergency Contacts

We use referees' personal data to help our Candidates to find employment which is suited to them. If we are able to verify their details and qualifications, we can make sure that they are well matched with prospective employers. We may also use referees' personal data to contact them in relation to recruitment activities that may be of interest to them. We use the personal details of a Candidates or Staff member's emergency contacts in the case of an accident or emergency affecting that member of Staff.

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 to you that we think you'll be interested in. If you are also a Candidate or Client of *Paritas Recruitment*, we may use data from your use of our websites to enhance other aspects of our communications with, or service to, you.

Please note that communications to and from *Paritas Recruitment's* Staff including emails may be reviewed as part of internal or external investigations or litigation.

We employ third party companies and individuals to facilitate our Website, to provide our Website on our behalf, to perform Website-related services or to assist us in analyzing how our Website is used. These third-parties have access to your personal information only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

Analytics

Google Analytics is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of our Service. This data is shared with other Google services. Google may use the collected data to contextualize and personalize the ads of its own advertising network.



You can opt-out of having made your activity on the Service available to Google Analytics by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js, and dc.js) from sharing information with Google Analytics about visits activity.

For more information on the privacy practices of Google, please visit the Google Privacy & Terms web page: <http://www.google.com/intl/en/policies/privacy/>

Equal Opportunities Monitoring

- *Paritas Recruitment* are committed to ensuring that our recruitment processes are aligned with our approach to equal opportunities.
- We may ask you to provide personal data about your ethnic background, gender, disability, age, sexual orientation, religion or other similar beliefs in order that we can use this information - on an anonymised basis - to monitor our compliance with our equal opportunities policy.
- We may also disclose this anonymised data to Clients where this is contractually required or the Client specifically requests such information to enable them to comply with their own diversity goals and employment processes.
- You will be asked to explicitly and clearly tell us that you agree to us collecting and using this information (i.e. opting in).
- You have the right to withdraw your 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.

Automated Decision Making or Profiling

Automated decision making or profiling is an activity we do not undertake. We do use our technology systems to search and identify personal data in accordance with parameters set by a person. A person will always be involved in the decision-making process.

What is the Legal Basis for the Processing of your Data?

Our legal basis for the processing of personal data is our legitimate business interests, described in more detail below, although we will also rely on contract, legal obligation and consent for specific uses of data.

We will rely on contract if we are negotiating or have entered into a placement agreement with you or your organisation or any other contract to provide services to you or receive services from you or your organisation.

We will rely on legal obligation if we are legally required to hold information on to you to fulfil our legal obligations – including where you are applying for roles or are placed in a role in a regulated environment.

We will in some circumstances rely on consent for particular uses of your data and you will be asked for your express consent, if legally required. Examples of when consent may be the lawful basis for processing include permission to introduce a Candidate to a Client and in relation to sending third party marketing communications to you via email.

With respect to marketing - you have the right to opt out of receiving marketing from us at any time by contacting us on dataprotection@paritasrecruitment.com. If you have previously engaged with us (for example submitting a job application or CV or registering for a vacancy to be filled) and we are marketing other recruitment related services we will take your consent as given unless or until you opt out (this is called soft opt-in consent).

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 product or service you have with us but we will notify you if this is the case at the time.

Our Legitimate Business Interests

Our legitimate interests in collecting and retaining your personal data are described below:

- In order to support our Candidates' career aspirations and our Clients' resourcing needs we require a database of Candidate and Client personal data containing historical information as well as current resourcing requirements.
- As a recruitment business and recruitment agency we introduce Candidates to Clients for permanent employment, temporary worker placements or independent professional contracts. The exchange of personal data of our Candidates and our Client contacts is a fundamental, essential part of this process.
- We think that it is reasonable to expect that if you are looking for employment or have posted your professional background and information on a job board or professional networking site which allows the public (including recruiters) to view your information - that you are happy for us to collect and otherwise use your personal data to offer or provide our recruitment services to you, assess your skills against our bank of vacancies and, with your consent, share that information with prospective employers.
- Once an offer of a role is made to a Candidate, your prospective employer may also want to double check any information you've given us (such as the results from psychometric evaluations or confirm your references, qualifications and criminal record) to the extent that this is appropriate and necessary for the role.

Consent

Should we want or need to rely on consent to lawfully process your data we will request your consent orally, by email or by an online process for the specific activity we require consent for and record your response on our system. Where consent is the lawful basis for our processing you have the right to withdraw your consent to this particular processing at any time (as set out below).

Establishing or Defending Legal Claims

- Sometimes it may be necessary for us to process personal data and, where appropriate and in accordance with local laws and requirements, special category personal data in connection with exercising or defending legal claims.
- This may arise for example where we need to take legal advice in relation to legal proceedings or are required by law to preserve or disclose certain information as part of the legal process.

Who Do We Share Your Personal Data With?

Candidate Data

We may share your personal data with various parties, in various ways and for various reasons. Primarily we will share your information with prospective employers and hiring managers to increase your chances of securing the job you want. Unless you specify otherwise, we may also share your information with other *Paritas Recruitment* Employees if we feel this will help us to provide you with the best possible service.

Client Data

We will share your data:

- (i) primarily to ensure that we provide you with a suitable pool of Candidates
- (ii) to provide you with RPO services (or assist another organisation to do so). Unless you specify otherwise, we may share your information with associated third parties such as our service providers to help us meet these aims.

Supplier Data

Unless you specify otherwise, we may share your information with any of our associated third parties such as our service providers and organisations to whom we provide services.

People Whose Data We Receive from Candidates and Staff, Such As Referees and Emergency Contacts

Unless you specify otherwise, we may share your information with associated third parties such as our service providers and organisations to whom we provide services.

Website Users

Unless you specify otherwise, we may share your information with providers of web analytics services, marketing automation platforms and social media services to make sure any advertising you receive is targeted to you.

Disclosure of Your Information Inside and Outside of the EEA

We will only share your personal information within our organisation inside the EEA, we may, outside of the EEA share with selected third parties including:

- Clients for the purpose of introducing Candidates to them.
- Candidates for the purpose of arranging interviews and engagements with Clients.
- Clients, business partners, suppliers and sub-contractors for the performance and compliance obligations of any contract we enter into with them or you.
- Cloud based storage providers.
- Subcontractors including email marketing specialists, event organisers, payment and other financial service providers.

- Credit reference agencies, our insurance broker, compliance partners and other sub-contractors for the purpose of assessing your suitability for a role where this is a condition of us entering into a contract with you.

Disclosure of Your Personal Information to 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.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms and conditions of service and other agreements; or to protect the rights, property, or safety of *Paritas Recruitment* our Candidates, Clients or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Where a third party processes your personal data – the lawful basis for the third-party processing will include:

- Their own legitimate business interests in processing your personal data, in most cases to fulfil their internal resourcing needs.
- Satisfaction of their contractual obligations to us as our data processor.
- For the purpose of a contract in place or in contemplation.
- To fulfil their legal obligations.

We require all third parties to respect the security of personal data and to treat it in accordance with the law. We do not allow third-party service providers with whom we may work to use your personal data for their own purposes and we only permit them to process your personal data for specified purposes and in accordance with our instructions.

Whenever we transfer your personal data out of 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 will only 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.

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

How Do We Safeguard Your Personal Data?

We care about protecting your information. That's why we put in place appropriate measures that are designed to prevent unauthorised access to, and misuse of, your personal data.



It is important to be aware that unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk.

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access. All information you provide to us is stored on our secure servers in the UK. 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.

How Long Do We Keep Your Personal Data For?

If we have not had meaningful contact with you (or, where appropriate, the company you are working for or with) for a period of five years, we will delete your personal data from our systems unless we believe in good faith that the law or other regulation requires us to preserve it (for example, because of our obligations to tax authorities or in connection with any anticipated litigation).

We understand our legal duty to retain accurate data and only retain personal data for as long as we need it for our legitimate business interests and where you are happy for us to do so. 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.

We may archive part or all of your personal data or retain it on our financial systems only, deleting all or part of it from our database. We may pseudonymise parts of your data, particularly following a request for suppression or deletion of your data, to ensure that we do not re-enter your personal data on to our database, unless requested to do so.

How Can You Access, Amend or Take Back the Personal Data That You Have Given to Us?

Even if we already hold your personal data, you still have various rights in relation to it. To get in touch about these, please contact us. We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of any applicable laws. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

If you wish to exercise any of the rights set out below, please contact the DPO at dataprotection@paritasrecruitment.com.

- You will not 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.
- 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.
- 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.

Right to Object

If we are using your data because we deem it necessary for our legitimate interests to do so, and you do not agree, you have the right to object. We will respond to your request within 30 days (although we may be allowed to extend this period in certain cases). Generally, we will only disagree with you if certain limited conditions apply.

Right to Withdraw Consent

Where we have obtained your consent to process your personal data for certain activities (for example, for profiling your suitability for certain roles), or consent to market to you, you may withdraw your consent at any time.

Data Subject Access Requests (DSAR)

Just so it's clear, you have the right to ask us to confirm what information we hold about you at any time, and you may ask us to modify, update or delete such information. At this point we may comply with your request or, additionally do one of the following:

- We may ask you to verify your identity, or ask for more information about your request; and
- Where we are legally permitted to do so, we may decline your request, but we will explain why if we do so.

Right to Rectification

You have the right to ask us to rectify any inaccurate data that we hold about you.

Right to Erasure

In certain situations (for example, where we have processed your data unlawfully), you have the right to request us to "erase" your personal data. We will respond to your request within 30 days (although we may be allowed to extend this period in certain cases) and will only disagree with you if certain limited conditions apply. If we do agree to your request, we will delete your data but will generally assume that you would prefer us to keep a note of your name on our register of individuals who would prefer not to be contacted. That way, we will minimise the chances of you being contacted in the future where your data are collected in unconnected circumstances. If you would prefer us not to do this, you are free to say so.

Right of Data Portability

If you wish, you have the right to transfer your data from us to another data controller. We will help with this – either by directly transferring your data for you, or by providing you with a copy in a commonly used machine-readable format.

Right to Lodge a Complaint with a Supervisory Authority

You also have the right to lodge a complaint with your local supervisory authority.

If your interests or requirements change, you can unsubscribe from part or all of our marketing content (for example job role emails or *Paritas Recruitment* newsletters) by responding to the email advising "unsubscribe" or which content you no longer wish to receive we will update records accordingly.

Who Is Responsible for Processing Your Personal Data on the *Paritas Recruitment* Website?

Paritas Recruitment controls the processing of personal data on its website.

What Are Cookies and How Do We Use Them?

A "cookie" is a bite-sized piece of data that is stored on your computer's hard drive. They are used by nearly all websites and do not harm your system. We use them to track your activity to

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Cookies are text files containing small amounts of information which are downloaded to your device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies do lots of different jobs, like letting you navigate between pages efficiently remembering your preferences, and generally improve your web site experience. They can also help to ensure that adverts you see online are more relevant to you and your interests.

If you want to check or change what types of cookies you accept, this can usually be altered within your browser settings. We also provide information about this in our Marketing preferences page on the *Paritas Recruitment* website.

If you want to find out more about cookies, including how we use them and what choices are available, please continue reading our policy on cookies.

Paritas Recruitment Cookie Policy

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

Cookies are files that are recorded in temporary Internet folders on your PC. They're a useful tool as, by recording the way you use our site, they enable us to get to know you better. For example, we're able to recognise you when you return to the site, identify your preferences so as to provide you with a more personalised service and speed up searches that you conduct when visiting.

You don't have to accept them. Most browsers allow you to refuse cookies by activating the relevant setting (please check the help menu of your browser for more details) however, selecting this setting may mean that you are unable to access certain parts of our site.

Please note that unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

We can split cookies into 4 main categories:

Category 1: Strictly Necessary Cookies

These cookies are essential in order to enable you to move around the website and use its features, such as accessing secure areas of the website. Without these cookies services you have asked for, like register for job alerts, cannot be provided.

Please be aware our site uses this type of cookie.

Category 2: Performance Cookies

These cookies collect information about how visitors use a website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how a website works.

By using our website and online services, you agree that we can place these types of cookies on your device.

Category 3: Functionality Cookies

These cookies allow the website to remember choices you make (such as your user name and password) and provide enhanced, more personal features. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customise. They may also be used to provide services you have asked for such as watching a video or commenting on a blog. The information these cookies collect may be anonymous and they cannot track your browsing activity on other websites.

By using our website and online services, you agree that we can place these types of cookies on your device.

Category 4: Targeting Cookies or Advertising Cookies

These cookies are used to deliver adverts more relevant to you and your interests. They are also used to limit the number of times you see an advertisement as well as help measure the effectiveness of the advertising campaign. They remember that you have visited a website and this information is shared with other organisations such as advertisers. Quite often targeting or advertising cookies will be linked to site functionality provided by the other organisations.

We do have links to other web sites and once you access another site through a link that we have provided it is the responsibility of that site to provide information as to privacy and how they use cookies on the respective site.

How to Reject Cookies

If you don't want to receive cookies that are not strictly necessary to perform basic features of our site, you may choose to opt-out by changing your browser settings

Most web browsers will accept cookies but if you would rather we didn't collect data in this way you can choose to accept all or some, or reject cookies in your browser's privacy settings. However, rejecting all cookies means that you may not be able to take full advantage of all our website's features. Each browser is different, so check the "Help" menu of your browser to learn how to change your cookie preferences.

For more information generally on cookies, including how to disable them, please refer to aboutcookies.org. You will also find details on how to delete cookies from your computer.

Change of Purpose

We will only use your personal data for the purposes which we collected it for, 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 dataprotection@paritasrecruitment.com. 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.

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

