



EXAMPLE FOR ERA MEMBERS FOR A PRIVACY POLICY TEMPLATE

Under General Data Protection Regulations from 28 May 2018

Who are we?

Insert Company details *[Address, email, telephone]*. *[Insert details of the services you provide]*

We are committed to protecting the privacy of our candidates, clients and users of our website. We want to provide a safe and secure service where we deal with your personal information. This means information that identifies you personally such as your name, photo or contact details or data that can be linked with such information in order to identify you.

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What personal information do we collect about you?

We collect the information necessary to be able to find available opportunities and further information needed to assess your eligibility through the different stages of recruitment. This information includes your name, contact details, family details, CV's, identification documents, educational records, work history, employment status and references, *[insert any additional data]*.

We sometimes also collect sensitive personal information about you, such as details of criminal convictions and ethnic origin *[insert any additional sensitive personal information categories required]*. We only collect sensitive personal information from you, and further process this data, where you have given your explicit consent or otherwise where permitted by law.

Where do we collect personal information about you from?

The following are the different sources we may collect personal information about you from:

- **Directly from you.** This is information you provide while searching for a new opportunity (for example when you provide a CV) and/or during the different recruitment stages.
- **From an agent/third party acting on your behalf.**
- **Through publicly available sources.** We use a range of public sources including:
 - LinkedIn
 - Google
 - Facebook & twitter
 - Company Web sites and other social media platforms
 - ***[Insert other public sources used]***
- **By Reference or word of mouth.** For example, you may be recommended by a friend, a former employer, a former colleague or even a present employer.

How do we use your personal information?

- **To provide a requested service or carry out a contract with you.**
 - *[insert details as relevant of where you are relying on this legal basis for processing.]*
- **Where we have your consent**
 - *[insert details as relevant of where you are relying on this legal basis for processing.]*
- **Where we have a legitimate interest**
 - *[insert details as relevant of where you are relying on this legal basis for processing.]*
 - *We use certain personal data to determine which candidates might be worth approaching for a particular role. This is necessary for our legitimate interests as a search company. We don't use any sensitive personal data without ensuring we have another basis for such processing.*
- **Where we have a legal obligation**
 - *[insert details as relevant of where you are relying on this legal basis for processing.]*

How long do we keep your personal information for?

We keep your information for the following periods:

Candidate data: [X]

Client contact details: [X]

Who do we share your personal information with?

[We share your personal information with the client who has a position to fill, in order to determine with the client whether you are a good fit for the available position.]

[We share your personal information with trusted third parties where we have retained them to provide services that you or our clients have requested, such as referencing, qualification and criminal reference checking services (as required), verification of the details you have provided from third party sources, psychometric evaluations or skills tests. These third parties comply with similar and equally stringent undertakings of privacy and confidentiality.]

[We share your personal information with third parties who perform functions on our behalf and who also provide services to us, such as professional advisors, IT consultants carrying out testing and development work on our business technology systems, research and mailing houses and function coordinators. These third parties comply with similar and equally stringent undertakings of privacy and confidentiality.]

[We share your personal information with our other Group companies for internal reasons, primarily for business and operational purposes. As we continue to develop our business, we may sell or purchase assets. If another entity acquires us or merges with us your personal information will be disclosed to such entity. Also, if any bankruptcy or reorganization proceeding is brought by or against us, all such information will be considered an asset of ours and as such it is possible they will be sold or transferred to third parties.]

[Where required we share your personal information with third parties to comply with a legal obligation; when we believe in good faith that an applicable law requires it; at the request of governmental authorities conducting an investigation; to verify or enforce our <<Terms of Use>> or other applicable policies; to detect and protect against fraud, or any technical or security vulnerabilities; to respond to an emergency; or otherwise to protect the rights, property, safety, or security of third parties, visitors to the our website, our business or the public.]

[Insert all other relevant categories of data controllers you share personal information with and the reasons for such sharing e.g.]. This will include if you share personal information within your group.

What happens if you do not provide us with the information we request or ask that we stop processing your information?

If you do not provide the personal information necessary, or withdraw your consent for the processing of your personal information, where this information is necessary for us to provide recruitment services to you, we may not be able to match you with available job opportunities.

Do we make automated decisions concerning you?

[We sometimes make automated decisions about you during the assessment stage of the recruitment process. We put assessment candidates through a structured screening process to assess whether each candidate meets the specific criteria for a particular position. These assessments may be fully automated e.g. online pre-screening tests. As these assessments may result in a candidate being deemed not suitable for a position by means of a solely automated assessment, we only undertake this activity with the candidate's explicit consent. We also carry out personality profiling on candidates with the candidate's consent.]

OR

[No, we do not carry out automated decision making.]

Do we transfer your personal information outside the EEA?

[Insert details of any transfers of personal data out of the EEA and the safeguards relied on.]

OR

[No, we do not transfer personal information out of the EEA.]

What are your rights?

By law, you have a number of rights when it comes to your personal information. Further information and advice about your rights can be obtained from the data protection regulator in your country.

Rights

What does this mean?

1. The right to object to processing	You have the right to object to certain types of processing, including processing for direct marketing (i.e. if you no longer want to be contacted with potential opportunities).
2. The right to be informed	You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we're providing you with the information in this Policy.
3. The right of access	You have the right to obtain access to your information (if we're processing it), and certain other information (similar to that provided in this Privacy Policy). This is so you're aware and can check that we're using your information in accordance with data protection law.
4. The right to rectification	You are entitled to have your information corrected if it's inaccurate or incomplete.

5. The right to erasure	This is also known as ‘the right to be forgotten’ and, in simple terms, enables you to request the deletion or removal of your information where there’s no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.
6. The right to restrict processing	You have rights to ‘block’ or suppress further use of your information. When processing is restricted, we can still store your information, but may not use it further. We keep lists of people who have asked for further use of their information to be ‘blocked’ to make sure the restriction is respected in future.
7. The right to data portability	You have rights to obtain and reuse your personal information for your own purposes across different services. For example, if you decide to switch to a new provider, this enables you to move, copy or transfer your information easily between our IT systems and theirs safely and securely, without affecting its usability.
8. The right to lodge a complaint	You have the right to lodge a complaint about the way we handle or process your personal information with your national data protection regulator.
9. The right to withdraw consent	If you have given your consent to anything we do with your personal information, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your personal information with your consent up to that point is unlawful). This includes your right to withdraw consent to us using your personal information for marketing purposes.

We usually act on requests and provide information free of charge, but may charge a reasonable fee to cover our administrative costs of providing the information for:

- baseless or excessive/repeated requests, or
- further copies of the same information.

Alternatively, we may be entitled to refuse to act on the request.

Please consider your request responsibly before submitting it. We’ll respond as soon as we can. Generally, this will be within one month from when we receive your request but, if the request is going to take longer to deal with, we’ll come back to you and let you know.

How will we contact you?

We may contact you by phone, email or social media. If you prefer a particular contact means over another please just let us know.

How can you contact us?

If you have any enquires you can contact us at: email address or by writing to us at :

Name

Data Protection Officer

Information commissioner's office registered number.....

Address