

Macaulay Search Privacy Policy

Introduction

Macaulay Search is a registered UK company no. 06457939. Our registered address is South Park Studios, 88 Peterborough Road, London, UK SW6 3HH.

Macaulay Search follows industry best practice regarding how we collect, store and use your personal data.

This policy explains how we (Macaulay Search) collect personal data, how we use and store it, and how to contact us regarding your data. This policy is addressed to individuals outside our organisation, including candidates, clients, sources and visitors to our website ("you").

This policy was last updated in May 2018. We may amend this policy from time to time to take account of changes to our processes or changes to data protection or other legislation. If we make any significant changes to this policy we will show this clearly on our website. By continuing to use our website you will be deemed to have accepted these changes.

We encourage you to read this policy carefully, and to regularly check this page to review any changes we might make in accordance with the terms of this policy. We will notify you of any significant changes.

If you have any questions about this privacy policy please do not hesitate to contact us on info@macaulaysearch.com

Information we collect

1. Website

In operating our Website (<http://www.macaulaysearch.com/>) we may collect and process the following data about you:

- 1.1 Details of your visits to our Website and the resources that you access including, but not limited to, traffic data, location data, weblog statistics and other communication data.
- 1.2 Information that you provide by filling in forms on our Website, such as when you contact us via the contact us page.
- 1.3 Information provided to us when you communicate with us for any reason.

2. Cookies

On occasion, we may gather information about your computer for our services, and to provide statistical information regarding the use of our Website.

Such information will not identify you personally, it is statistical data about our visitors and their use of our site. This statistical data does not identify any personal details whatsoever. It is used by us to analyse how visitors interact with the Website so that we can continue to develop and improve this Website.

We may gather information about your general Internet use by using a cookie file that is downloaded to your computer. Where used, these cookies are downloaded to your computer automatically. This cookie file is stored on the hard drive of your computer as cookies contain

information that is transferred to your computer's hard drive. They help us to improve our Website and the service that we provide to you.

All computers have the ability to decline cookies. This can be done by activating the setting on your browser which enables you to decline the cookies.

3. Collection of Personal Data

We may collect Personal Data about you, such as your name, address and contact details. Examples of sources from which we may collect Personal Data include the following:

- We may obtain your Personal Data when you provide it to us (e.g., where you contact us via email or telephone, or by any other means).
- We may collect your Personal Data in the course of our relationship with you (e.g., if we offer to connect you with our Clients in connection to relevant job opportunities).
- We may collect Personal Data that you choose to make public, including via social media (e.g., we may collect information from your social media profile(s), to the extent that you choose to make your profile publicly visible).
- We may receive your Personal Data from third parties who provide it to us (e.g., past employers or referees).

3.1 Personal Data you provide about third parties: In some circumstances, you may provide us with Personal Data about others. For example, you might act as a Source and provide comments or information on a Candidate or Participant. Whenever you provide any such Personal Data, you should ensure that you have a lawful basis for providing such Personal Data to us, and that you have complied with applicable law and with the terms of this Policy. If you are unable to do so, please refrain from providing the Personal Data of third parties to us.

3.2 Relevant Personal Data

The categories of Personal Data about you that we may process include:

- Personal details: name; gender; date of birth / age; nationality; marital status; job title; salary and compensation details; education and qualifications.
- Contact details: home address; work address; home telephone number; work telephone number; work mobile number; personal mobile telephone number; personal email address; work email address; and social media profile details.
- Employment records: dates and details of current and former positions held; details of current and former employers; dates of employment; job titles; job locations; subject matter experience; and details of any employment disciplinary issues or incidents.
- Details of referees: details of referees you may provide, including the relationship that you may have with each referee, and how long you have known each referee.
- Background checks: details revealed by background checks conducted in accordance with applicable law and subject to your prior express written consent, including details of past employments, details of residence, credit reference information, and criminal records checks.
- Views and opinions: your views on Candidates or Participants, where applicable.

3.3 Purposes for which we may Process your Personal Data

The purposes for which we may Process Personal Data include:

- Recruitment activities on behalf of Clients: recruitment operations; advertising Client opportunities; providing services to our Clients; enabling Clients to understand which Candidates are interested in their opportunities; record-keeping; and performing background checks.
- Provision of services to you: attending meetings or telephone calls with you; and otherwise communicating with you in relation to our services.
- Improving our services: gathering feedback from you for the purpose of providing client or candidate testimonials and planning improvements to existing services.

3.4 Data Security

We have implemented appropriate technical and organisational security measures designed to protect your Personal Data against accidental or unlawful destruction, loss, alteration, unauthorised disclosure, unauthorised access, and other unlawful or unauthorised forms of Processing, in accordance with applicable law.

You are responsible for ensuring that any Personal Data that you send to us are sent securely.

3.5 Data Accuracy

Your Personal Data that we Process will be kept accurate and, where necessary, kept up to date. We take every reasonable step to ensure that:

- your Personal Data that we Process are accurate and, where necessary, kept up to date; and
- any of your Personal Data that we Process that are inaccurate are erased or rectified without delay.

3.6 Data Retention

- We will keep copies of your Personal Data in a form only for as long as is necessary in connection with the purposes set out in this Policy, unless applicable law permits or requires a longer retention period.
- The criteria for determining the duration for which we will keep your Personal data are as follows: we will retain your Personal Data for as long as we have your permission to contact you. Should you wish to withdraw that permission, you may do so using the contact details provided below.

3.7 Withdrawing your permission for the Retention or Processing of Personal Data.

You have the right to ask us to erase your personal data, to ask us to restrict our processing or object to our processing of your personal data. You can do so at any time by writing to us at: South Park Studios, 88 Peterborough Road, London, UK SW6 3HH or by emailing info@macaulaysearch.com

3.8 Access to your information

You have the right to request details of the information we hold about you. To do so, please write to our Data Protection Officer at the address below. In line with regulations, we will respond within 30 days.

3.10 Consent

From 25th May 2018, we will process your personal data on the basis of the consent you provided us with. In practice, this means that we will contact you by email and phone only if you have given us permission to do so. You are free to change your preferences at any time by contacting us by telephone, post or email, using the details shown below.

Contact details

If you have any comments, questions or concerns about any of the information in this Policy, or any other issues relating to the Processing of Personal Data by Macaulay Search please contact:

Data Protection Officer, Macaulay Search, South Park Studios, 88 Peterborough Road, London, UK , SW6 3HH.