

Candidate Privacy Notice

Carisbrook Partners LLP (“**Carisbrook**” or “**we**”) will collect, hold and process personal information about you for the purpose of providing you with recruitment information and opportunities.

In doing so, Carisbrook is a data controller under applicable data protection laws. Carisbrook has company number OC351842, with its registered office address at 25 Lyndhurst Way, London, SE15 5AG. Carisbrook’s postal address is The Shard, Level 24, 32 London Bridge Street, London, SE1 9SG and telephone number is +44 (0)207 183 9607.

We will process your information at all times in accordance with applicable data protection laws, namely the General Data Protection Regulation and the Data Protection Act 2018. This Notice sets out our processing of your personal information in accordance with those laws. We may update this Notice at any time, and should we do so, we will provide you with a copy of the updated Notice as soon as is reasonably practicable.

The information that we may hold and process about you and the legal basis for the processing of your information is set out below.

Information	Legal Basis
Name Date of birth (where provided on your CV) Home telephone number Mobile telephone number Email Address Home Address Work history Qualifications Curriculum Vitae Compensation Information Offer Letters (where provided by a client) Employment Contracts (where provided by a client)	The processing of this information is necessary for the purposes of our legitimate interests in being able to provide you with recruitment information and opportunities and to contact you for that purpose.

We use your information to contact you regarding job opportunities and to discuss the markets we recruit into. We also use your information to identify job vacancies we consider may be appropriate for you and to assess your suitability for the position. With your consent, your information may be passed to a client or clients of ours for the purpose of pursuing a job opportunity with that client (see *Disclosure of information* below). We may also facilitate the recruitment process after this point should the client wish to proceed.

In many cases, we will receive the above information from you directly. However, we may also receive information about you from the following sources:

- Open LinkedIn profile (email address, telephone number, work history and qualifications where available);
- eFinancial Careers CV Database (CV and contact details)
- Another candidate or client (contact details)

- Clients may from time to time send us offer letters and employment contracts related to you where we have facilitated your placement with that client.

We will not use information about you to make decisions concerning your suitability for any position and potential recruitment based solely on automated processing.

Disclosure of information

Your information will be stored on a third-party database (Chameleon i), to which all members of Carisbrook staff have access.

When requested by a client of ours, and with your consent, we will send your name and CV to our client using our email hosted by Office 365. Further information about you will only be sent to clients upon their request and with your consent as follows:

- Providing a telephone number for a telephone interview or to contact directly;
- Providing compensation information for the development of an appropriate offer;
- Providing email and home address details for a client to distribute documentation directly.

In circumstances where you are being considered for a position outside of European Economic Area (EEA), your information will only be sent outside of the EEA with your express permission and to clients approved by Carisbrook.

Consequences of failure to provide information

Although the provision of information by you is optional, our ability to facilitate the recruitment process will be limited if we do not have certain details about you (e.g. contact information, previous work experience, qualifications and compensation information). Failure to provide this information may result in our not being in a position to assist you in finding employment with one of our clients.

Your rights

You have the right to request details of the information we hold about you and to receive a copy of the information (“**Access Request**”). Any Access Request must be made in writing. We will respond without undue delay and in any event within a month of your Access Request (though we may extend this period by a further two months where the Access Request is complex or there are a number of requests). We do not charge a fee for dealing with an Access Request, but reserve the right to charge a reasonable fee for additional copies of information already supplied to you or where requests are “manifestly unfounded or excessive”.

In addition to this right of access, you will also have the following rights in relation to the information we hold about you:

- Rectification – the right to have your information updated where it is inaccurate or incomplete;
- Erasure – the right, in certain instances, to have your information erased;
- Restriction of processing – the right, in certain instances, to have the processing of your information by us restricted;

- Data portability – in certain instances, the right to receive in a useable format some of your information (only where such information was provided to us by you and is processed by automated means); the right to transmit that information to a third party without hindrance from us; and the right to have that information transmitted from us to a third party where technically feasible.

Where the processing of your information is based on our legitimate interests, you also have the right to object at any time to our processing of that information on grounds relating to your particular situation. Should you make such an objection, we will stop processing the information concerned unless we demonstrate compelling legitimate grounds for the processing which overrides your interests, rights and freedoms or to establish, exercise or defend legal claims.

We aim to respond to any requests made in pursuance of the above rights within the same timeframe as responding to an Access Request.

For further information about your rights, or to exercise any of your rights, please contact Robert Beevers at r.beevers@carisbrookpartners.com.

Storage and Retention of Data

Your information is stored on a third-party database (Chameleon i), to which all Carisbrook staff members have access with their own login username and password.

Some of your information may be stored on Spreadsheets, Word documents and PowerPoint documents, which are stored on office computer hard drives and/or the Carisbrook Partners shared Dropbox account. All members of Carisbrook staff have a desktop computer that is password protected. All company desktops are located in a secure office inside the Shard building which has 24 hour, 7 days per week barrier/pass-based security.

Your telephone number and email address may be stored on staff mobile telephones (personal and company). All telephones are protected by a password or finger print scan.

We limit access to your personal information to those employees who have a business need-to-know.

We retain your information for a period of no longer than 7 years after the termination of our relationship with the client with whom you are placed, in case legal proceedings arise during that time. Should such legal proceedings arise, we will retain your data for so long as is necessary to deal with those proceedings.

Where we have not placed you with one of our clients, we keep your data for a period of 5 years from our first contact with you. It is in our legitimate business interests to hold your information for this period of time, so that we may contact you should any suitable employment opportunities arise.

Consent

If we rely on your consent to process certain information about you, in which case we will notify you of that fact, you may withdraw this consent at any time by contacting Robert Beevers at

r.beevers@carisbrookpartners.com. This will not affect the lawfulness of the processing based on your consent before its withdrawal.

Concerns

Should you have any concerns about our processing of your personal data, you may raise the concern with us in the first instance by contacting Robert Beevers at r.beevers@carisbrookpartners.com. In circumstances where you do not feel you can resolve the concern directly with us, you can raise the matter with the Information Commissioner's Office by visiting <https://ico.org.uk/concerns/>

Any queries regarding this Privacy Notice should be addressed to Robert Beevers at r.beevers@carisbrookpartners.com or alternatively a Partner of Carisbrook.