

Privacy Policy

Elect Executive Search - GDPR Compliance

Elect Executive Search takes the privacy of our Customers, namely our Clients, Candidates and Business Partners, seriously. Under Article 5 of GDPR, we are committed to using your data fairly, lawfully and transparently. Under Articles 13 and 14 of GDPR, our Customers have the right to be informed about how their data is used.

WHAT INFORMATION DO WE COLLECT

During the course of a recruitment assignment, we collect and process a range of data from Candidates and Clients. Candidate data includes name, address, date of birth, contact numbers and email address. It also includes CV / employment history, salary and benefits information, details of qualifications, disability information where relevant, entitlement to work in specific countries, and reference information. We do not collect or store sensitive personal financial information such as bank details.

Client data includes email addresses, contact numbers, role profiles, briefing documents, structure charts, selected company strategy information and publicly available financial reports.

We may hold the bank details of Business Partners, but only when given directly to us by them for the purposes of paying invoices for work undertaken and for our own Accounting records. Any such details held online are securely protected by our Bank, Lloyds Banking Group.

WHAT HAPPENS IF YOU DO NOT PROVIDE US WITH YOUR DATA

You are under no obligation legally or contractually to provide us with your data. However if you do not, it is likely to have a negative impact on our ability to best represent you during the recruitment process. You may have less success in obtaining employment with our clients, or securing the candidate you wish to recruit.

HOW WE COLLECT IT

We collect this data in a number of ways including telephone calls, meetings, via email, through publicly available social platforms such as LinkedIn, online research, advertising response, referrals and recommendations, and from third parties such as when gathering reference information supplied by previous employers.

WHY DO WE COLLECT THIS DATA

Elect is an Executive Recruitment Consultancy. We collect this data in order to fulfil our contractual obligations to find suitable senior candidates for client vacancies. Collecting and processing this data allows us to manage the recruitment process. It enables the client to make an informed decision on whom to select by assessing and confirming the suitability of a candidate for a vacancy. Client data is shared with prospective candidates to assist the candidate in deciding whether to join the client company.

WHO HAS ACCESS TO THE DATA

Data gathered by us is disclosed to clients, candidates and third parties, only with the prior consent of all parties and in line with GDPR regulations. It is shared with our research team and with stakeholders in our client companies who are involved in the hiring process (sometimes in other international countries). From time to time, candidate information will also be disclosed to third parties, for instance providers of psychometric profiling, or shared with previous employers or nominated referees, during the reference process.

YOUR RIGHTS

As a data subject, you have rights and control over your data, which include:

- The right to access the data we hold on you
- The right to request that we amend, or update, incorrect or incomplete data
- The right for your data to be erased from our systems and for us to ensure that any third party with whom we have shared your data, does the same
- The right to demand we collect the data we hold on you and transfer it over to a new provider, although this would be unlikely due to the nature of our work

Should you wish to exercise any of your rights, please contact Mark Comrie on mcomrie@electexecutive.com or by phone on +44 (0)7770 753989.

HOW LONG DO WE KEEP YOUR DATA

Your data will be retained by us indefinitely for future opportunities, with your consent, until such time as you request we delete your data from our systems, or refrain from further engagement.

If you believe that we have not handled your data correctly, you have the right to lodge a complaint with the Regulator, the Information Commissioner.

SECURITY OF YOUR DATA

Your data is securely stored on our systems and is backed up and protected from loss or unwanted intrusion, such as malware.