

PRIVACY NOTICE

This notice explains how we use and protect your personal information, including any data used when visiting our website.

Sharpe Search and Selection Ltd is the data controller for personal data regarding any service users, those who have made an enquiry, or had any point of contact with us.

Other than in the conduct of our normal business operation, we do not under any circumstances share, trade or sell personal data for commercial purposes and will only ever disclose personal information without your knowledge or consent if it is required by law.

Find out more about how we process data below.

DATA COLLECTION

We collect personal information:

- **directly from our Clients:** e.g. when a client (employer) contacts us to request our services
- **directly from Candidates:** e.g when a candidate responds to an advertised assignment or if makes a speculative enquiry.
- **from publicly available sources:** social media (such as LinkedIn), internet services (such as Companies House, company websites etc).

We are committed to keeping your information up to date. If you believe that we have made an error, then please contact us as we have outlined below, and we will use reasonable endeavours to correct it.

WEB VISITORS

We monitor website activity using StatCounter including details of

- Location (City)
- Visited pages and visit time
- Website interactions
- Browser type
- Operating System (OS)
- IP Address
- Referring site details (which site you came from that led you to our site)

Our website offers the opportunity to opt out of this.

CANDIDATES

When applying for a position or to request our assistance, any personal data (including a CV) that you disclose to our representative will be stored on our secure database. This data will be used for the purpose of sharing with any client that you authorise us to approach on your behalf.

As a recruitment company we believe it is also in your best interests for us to retain your personal details so that we can alert you to other suitable roles that may occur in the future. However, we will never submit your details to another client or any third party without contacting you for your permission first.

Any time that you are contacted for speculative reasons you will have the option to opt-out of future communications.

We will not contact you without good reason.

CLIENTS

Personal information is held for the purposes of communicating with you on behalf of your organisation in order to fulfil our contract with you.

DATA STORAGE

Data is held securely on our own systems and backed up using Dropbox. Email is hosted by Microsoft. Both organisations store files in the US according to the Privacy shield arrangements.

You can find the security details [here](#) and [here](#).

Unless you request otherwise, we will retain your details indefinitely.

YOUR RIGHTS

If your personal data is processed and stored by us, you have a number of rights which can be found [here](#).

If you have any questions or concerns about the data that we hold about you, please contact privacy@sharpeselection.com . If you are not satisfied by our response you also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. <https://ico.org.uk/make-a-complaint/>

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Updates to this Privacy Notice will be available on our website.

www.sharpeselection.com