

## Privacy Policy: Executive Search

This Privacy Policy applies if you are an existing, potential or previous candidate in respect of whom we have acquired personal data in connection with any candidate related services offered by us. This Privacy Policy sets out the basis on which personal data that you provide to us (or that we collect from or about you) will be processed by Heads! International Limited (company no. 13164917) (referred to as **Heads!, we, us** and **our** in this Privacy Policy). We are committed to ensuring that your privacy is protected, so please read this Privacy Policy carefully to understand how your personal data will be processed by us.

The information set out in this Privacy Policy is provided in compliance with our obligations under the Data Protection Act 2018 and the UK General Data Protection Regulation 2016/679 (**GDPR**).

### 1. Data controller details

We are the data controller in relation to the processing of the personal information that you provide to us. Our contact details are as follows:

- 1.1 Address: 42 Berkeley Square, Mayfair, London W1J 5AW.
- 1.2 Telephone: +44 773 7773 120.
- 1.3 Website: headsinternational.com

### 2. What is personal data

- 2.1. For the purposes of this Privacy Policy, personal data or personal information means any information relating to a living individual who can be identified from that information (or from that information and other information in our possession). Personal data may be factual (e.g. name, address, date of birth) or it can be an opinion about that person, their action or behaviours.
- 2.2 There are **special categories** of more sensitive personal information which require a higher level of protection. These include information about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic and biometric data, physical or mental health or condition or sexual life.

### 3. How we collect your information

- 3.1. Generally, the information we hold about you comes from the way that you engage with us, for example by:
  - 3.1.1 engaging with us via our website, for example, by filling in forms on our website;
  - 3.1.2 providing us, or one of our partners, with information in the course of registering for and/or using our services;
  - 3.1.3 signing up to receive marketing communications from us; and
  - 3.1.4 contacting us offline, for example in person, by telephone, email or by post.

- 3.2. We may also obtain information from other sources, including XING, LinkedIn and other publicly available sources.

## 4. Information we collect

- 4.1 The personal data that we collect about you may include the following:
- 4.1.1 contact information, such as such as your name, home/work addresses, email address, landline/mobile phone or fax numbers (**Contact Information**);
  - 4.1.2 applicant data (CV, cover letter, photographs, testimonials and references) (**Applicant Data**); and
  - 4.1.3 employment information such as your position/title, national insurance number, employment history, professional specialisms, salary information and qualifications (**Employment Information**).
- 4.2 We will not process any special category data about you in the course of providing the services.

## 5. purpose and legal basis for data processing

- 5.1 Personal information collected by us will be used for the purposes stated in this Privacy Policy. Any or all of your personal data may be required by us from time to time in order to provide you with the best possible service and experience when using our website. Specifically, information held about you may be used by us as follows:
- 5.1.1 **Consent:** To the extent that you have given us consent to the processing of your personal data for one or more specific purposes (e.g. to submit you as a candidate for a specific role), the legal basis for the processing of your data is Article 6 (1) lit. (a) GDPR;
  - 5.1.2 **Performance of a contract:** If the processing of personal data is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (i.e. to carry out our obligations in respect of the Executive Search and to provide you with information, products or services that you request from us), Article 6 (1) lit. (b) GDPR serves as a legal basis.
  - 5.1.3 **Compliance of a legal obligation:** The processing of personal data is necessary for compliance with a legal obligation to which controller is subject (e.g. commercial law, tax laws and in order to prevent fraud or money laundering or to comply with any other relevant legal or regulatory requirements), in respect of which the legal basis is Article 6 (1) lit. (c) GDPR.
  - 5.1.4 **Vital interests of the data subject:** If the processing is necessary in order to protect the vital interests of data subject or of another natural person, Article 6 (1) lit. (d) serves as a legal basis.
  - 5.1.5 **Public interest:** Article 6 (1) lit. (e) serves as a legal basis, if the processing of your personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
  - 5.1.6 **If it is in our legitimate interests:** Article 6 (1) lit. (f) serves as a legal basis if processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the

interests or fundamental rights and freedoms of the data subject which require protection of personal data. This will apply, for example, where we process personal data for internal record keeping and administration purposes, to communicate with you (e.g. re any changes to our services) and for dealing with any complaints or issues raised by you. We may also contact you for marketing purposes about new services or promotions which we feel may be of interest to you (please contact us if you do not wish to receive such information).

## Transmission to third parties

- 6.1 Please note that personal information we are holding about you may be shared with and processed by:
  - 6.1.1 any group company within our organisation for management and administration purposes, including for the purpose of assisting with placements or execution of our contract with our clients;
  - 6.1.2 our clients who have instructed us to search for suitable candidates for employment based on our contractual obligations;
  - 6.1.3 our service providers and agents (including their subcontractors) or third parties which process information on our behalf (e.g. internet service and payment providers, search engine, advertising and marketing providers) so that they may help us to provide you with services and information you have requested. If we use such third-party subcontractors, we will take appropriate legal precautions (for example, by entering into a data processing contract where appropriate);
  - 6.1.4 regulators, fraud prevention agencies or other third parties for the purposes of monitoring and/or enforcing our compliance with any legal and regulatory obligations, including statutory or regulatory reporting, or the detection or prevention of unlawful acts;
  - 6.1.5 any third party in the context of actual or threatened legal proceedings, provided we can do so lawfully (for example in response to a court order);
  - 6.1.6 other parties and/or their professional advisers involved in a matter where required as part of the conduct of the services;
  - 6.1.7 our own professional advisers and auditors for the purpose of seeking professional advice or to meet our audit responsibilities; and
  - 6.1.8 any other organisation to whom we may transfer our agreement with you or if we sell or buy (or negotiate to sell or buy) our business or any of our assets (provided that adequate protections and safeguards are in place).

## 7. International transfers

- 7.1 The personal data that we collect from you may be transferred to and stored at a destination within the EU by a member of the Heads! group for administration and management purposes. Personal data may also be transferred outside of the UK if the potential role is in respect of a company based outside of the UK (such as the US), in the course of submitting information on your behalf.
- 7.2 We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and we will not transfer personal data relating to you

to any third party outside the UK unless one of the following scenarios under the GDPR applies:

- 7.2.1 the country or recipient is covered by an adequacy decision under GDPR Article 45;
- 7.2.2 appropriate safeguards have been put in place which meet the requirements of GDPR Article 46 (for example using the Information Commissioner's Office's (**ICO**) approved Standard Model Clauses for transfers of personal data outside the UK); or
- 7.2.3 one of the derogations for specific situations under GDPR Article 49 is applicable to the transfer. These include (in summary):
  - 7.2.3.1 the transfer is necessary to perform, or to form, a contract to which we are a party:
    - 7.2.3.1.1 with you; or
    - 7.2.3.1.2 with a third party where the contract is in your interests;
  - 7.2.3.2 the transfer is necessary for the establishment, exercise or defence of legal claims;
  - 7.2.3.3 you have provided your explicit consent to the transfer; or
  - 7.2.3.4 the transfer is of a limited nature, and is necessary for the purpose of our compelling legitimate interests.

## 8. Deletion and retention period

- 8.1 Unless we are required or permitted by law to hold on to your data for a specific retention period, upon completion of the mandate or after the relevant placement is fulfilled, we will only hold your personal information within our systems for a period of 6 months.
- 8.2 We will only process your personal data beyond this period if you have given your consent or if prolonged storage is required due to litigation. After the purpose for processing your data has ended or revocation of your consent has occurred, the relevant data will be routinely blocked and deleted in accordance with legal requirements.

## 9. Your rights in respect of your personal data

- 9.1 You have certain rights under existing data protection laws, including the right to (upon written request) access a copy of your personal data that we are processing. In accordance with the Data Protection Act 2018 and the GDPR:
  - 9.1.1 you will have the following rights:
    - 9.1.1.1 **right to access:** the right to request certain information about, access to and copies of the personal information about you that we are holding (please note that you are entitled to request one copy of the personal information that we hold about you at no cost, but for any further copies, we reserve the right to charge a reasonable fee based on administration costs); and
    - 9.1.1.2 **right to rectification:** the right to have your personal information rectified if it is inaccurate or incomplete; and
  - 9.1.2 in certain circumstances, you will also have the following rights:
    - 9.1.2.1 **right to erasure/"right to be forgotten":** the right to withdraw your consent to our processing of the data (if the legal basis for processing is based on

your consent) and the right to request that we delete or erase your personal information from our systems (however, this will not apply if we are required to hold on to the information for compliance with any legal obligation or if we require the information to establish or defend any legal claim);

9.1.2.2 **right to restriction of use of your information:** the right to stop us from using your personal information or limit the way in which we can use it;

9.1.2.3 **right to data portability:** the right to request that we return any information you have provided in a structured, commonly used and machine-readable format, or that we send it directly to another company, where technically feasible; and

9.1.2.4 **right to object:** the right to object to our use of your personal information including where we use it for our legitimate interests or for marketing purposes.

9.2 If you have subscribed to marketing communications from us, you have the right, at any time, to instruct us by email not to process your personal data for marketing purposes.

9.3 Many data processing operations are only possible with your express consent. Please note that you may contact us at any time to withdraw consent you have already provided. Please note that this will not affect the processing of personal data obtained prior to the withdrawal of your consent, however, if you withdraw your consent to the use of your personal information for purposes set out in our Privacy Policy, we may not be able to provide you with all or certain parts of our services.

9.4 If there has been a breach of data protection legislation or if you consider our use of your personal data to be unlawful, you may lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office. Please see further information on their website: [www.ico.org.uk](http://www.ico.org.uk).

## 10. Automatic decision making

We do not make decisions based solely on automated data processing, including profiling.

## 11. Security

11.1 We keep your information protected by taking appropriate technical and organisational measures to guard against unauthorised or unlawful processing, accidental loss, destruction or damage. For example, we will store all the personal information you provide within our secure servers.

11.2 However, while we will do our best to protect your personal information, we cannot guarantee the security of your information which is transmitted via an internet or similar connection.

11.3 It is important that all details of any username, password and/or other identification information created to access or interact with our servers are kept confidential by you and should not be disclosed to or shared with anyone.

## **12. Amendments to and versions of Private Policy**

We may amend this Privacy Policy from time to time, for example to keep it up to date, to implement minor technical adjustments and improvements or to comply with legal requirements. We will always update this Privacy Policy on our site, so please try to read it when you visit the site.