

## **PRIVACY POLICY**

### **IN THE CONTEXT OF EXECUTIVE SEARCH SERVICES IN ACCORDANCE WITH ARTICLE 13 GDPR, 14 GDPR**

To whom it may concern

We attach great importance to protecting your data. This Privacy Policy, sets out the basis on which personal data that you provide to us in the course of using our services (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**).

#### **A) 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) Address: 42 Berkeley Square, Mayfair, London W1J 5AW.
- 2) Telephone: +44 773 7773 120.
- 3) Website: headsinternational.com

#### **B) WHAT IS PERSONAL DATA**

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.

#### **C) HOW DO WE COLLECT YOUR INFORMATION**

- 1) Generally, the information we hold about you comes from the way that you engage with us, for example by:
  - a) engaging with us via our website;
  - b) entering information within our contact form; and
  - c) contacting us offline, for example by telephone, email or by post.
- 2) We may also obtain information from other sources, including third parties who re-fer/recommend you as a client to us, XING, LinkedIn and other publicly available sources.

#### **D) WE PROCESS THE FOLLOWING SOURCES/DATA CATEGORIES**

The personal data that we collect about you may include the following:

- 1) contact information, such as your name, e-mail address, address, landline/mobile phone numbers; and
- 2) employment information such as your position/title and professional specialisms.

## E) PURPOSE AND LEGAL BASIS FOR DATA PROCESSING

We may use your personal data for the following purposes and based on the following legal grounds:

- 1) **If it is necessary for the performance of our contract or for the purposes of entering into a contract:** for the purpose of negotiating and entering into contractual agreements with you, for the purpose of making and receiving payments in the course of providing our services and in the course of providing our services to you as a specialist recruitment consultancy.
- 2) **If it is in our legitimate business interests to do so:** for internal record keeping for administration purposes, for the purpose of communications in relation to establishing a client relationship, obtaining evidence of identity of our clients, communications regarding our service and fees, for insight purposes (e.g. to analyse market trends and demographics, and develop the service which we offer to you or other individuals in the future) and sending information to you about products and services which we think may be of interest to you for marketing purposes.
- 3) **Compliance with a legal obligation:** in order to prevent fraud or money laundering or to comply with any other legal or regulatory requirements.
- 4) **Consent:** if disclosing your information to other organisations where we cannot rely on any legal ground or obligation to do so.

## F) TRANSMISSION TO THIRD PARTIES

Please note that personal information we are holding about you may be shared with and processed by:

- 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 or candidates;
- 2) our candidates who have instructed us to search for suitable roles for employment based on our contractual obligations;
- 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);
- 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;
- 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) other parties and/or their professional advisers involved in a matter where required as part of the conduct of the services;
- 7) our own professional advisers and auditors for the purpose of seeking professional advice or to meet our audit responsibilities; and
- 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).

## G) INTERNATIONAL TRANSFERS

- 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 or candidate is based outside of the UK (such as the US).
- 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:
  - a) the country or recipient is covered by an adequacy decision under GDPR Article 45;
  - b) 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
  - c) one of the derogations for specific situations under GDPR Article 49 is applicable to the transfer. These include (in summary):
    - the transfer is necessary to perform, or to form, a contract to which we are a party:
      - with you; or
      - with a third party where the contract is in your interests;
    - the transfer is necessary for the establishment, exercise or defence of legal claims;
    - you have provided your explicit consent to the transfer; or
    - the transfer is of a limited nature, and is necessary for the purpose of our compelling legitimate interests.

## H) DELETION AND RETENTION PERIOD

- 1) Unless we are required or permitted by law to hold on to your data for a specific retention period, upon completion of the contract between us, we will only hold your personal information within our systems for a period of 6 months.
- 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.

## I) YOUR RIGHTS IN RESPECT OF YOUR PERSONAL DATA

- 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:
  - a) you will have the following rights:
    - **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
    - **right to rectification:** the right to have your personal information rectified if it is inaccurate or incomplete; and
  - b) in certain circumstances, you will also have the following rights:
    - **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);

- **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;
  - **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
  - **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.
- 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.
  - 3) Many data processing operations are only possible with your express consent. Please note that you may contact us at any time 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.
  - 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).

## J) AUTOMATIC DECISION MAKING

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

## K) SECURITY

- 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.
- 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.
- 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.

## L) AMENDMENTS TO AND VERSIONS OF THIS PRIVACY POLICY

Please note that 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.