

Privacy Policy for PDJ Search Limited

PDJ Search Limited (company number 9333253) is committed to protecting the privacy of our candidates, clients and users of our website. We want to provide a safe and secure user experience. We will ensure that the information you submit to us via our website or through our office is only used for the purposes set out in this policy.

The Information We Collect and How We Use It

PDJ Search may collect your personal details, including but not limited to your name and contact details (together with your e-mail address) and other relevant information from your CV. This information is held, used and disclosed by us as follows:

- 1.** to provide our services to you;
- 2.** to maintain our business relationship, where you are a user of our website, a client or candidate;
- 3.** to enable you to submit your CV for general applications, to apply for specific jobs or to subscribe to our job alerts. Please see the separate section on your CV below which outlines additional uses and disclosures;
- 4.** to match your details with job vacancies, to assist us in finding a position that is most suitable for you and to send your personal information (including sensitive personal information) to clients in order to apply for jobs;
- 5.** to answer your enquiries;
- 6.** to direct-market products and services, advise you of news and industry updates, events, promotions and competitions, reports and other information. Where we do so, you will be able to unsubscribe from such communications;
- 7.** to fulfil contractual obligations with our clients
- 8.** if PDJ Search Ltd merges with or is acquired by another business or company, we may share personal information with the new owners of the business or company and their advisors and if this happens, you will be sent notice of such event;
- 9.** we may also release personal information to regulatory or law enforcement agencies, if they require us to do so. We will also disclose your information where we are permitted and requested to do so by law; and
- 10.** we may also seek your consent to collect, hold, use and disclose your personal information for any other purpose not listed above.
- 11.** our website may also use a website recording service which can record mouse clicks, mouse movements, page scrolling and any text keyed into website forms. Data collected by this service is used to improve our website usability. The information collected is stored and is used for aggregated and statistical reporting, and is not shared with anybody else.

Curriculum vitae ("CV")

We give you the option of submitting your CV via our website or by providing your CV to one of our consultants. You can do this either to apply for a specific advertised job or for consideration by our recruitment consultants for positions as they come up. Your CV will be

We give you the option of submitting your CV via our website or by providing your CV to one of our consultants. You can do this either to apply for a specific advertised job or for consideration by our recruitment consultants for positions as they come up. Your CV will be stored in the PDJ Search database, and will be accessible by PDJ Search recruitment consultants in the UK.

You can update your CV at any time, simply by following the same procedure to submit a new CV. Your old CV will automatically be archived providing the submission details remain the same (for example you submit both CVs using the same email address or you advise the relevant contact of your new submission).

Access

You have the right at any time to ask us for a copy of the information supplied by you that we hold. We may ask you to verify your identity and for more information about your request. You also have the right to ask PDJ Search Ltd to stop using your information.

Equal Opportunities

PDJ Search Ltd is an equal opportunities employer and a company committed to diversity. This means that all job applicants and members of staff will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

Data Protection Officer

Penny Delve
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