

PRIVACY POLICY

Canter Leigh Search Limited (Company number 16673046) ("Canter Leigh Search", "We" or "Us") are committed to protecting and respecting the privacy of all of our customers, including candidates, clients and users of our website. This Policy (together with other documents referred to herein) describes what personal data we collect from you and how we process your personal data.

The www.canterleighsearch.com website ("Website") will help you to understand what we can do for you; assisting you to search and apply for jobs according to your preferences.

Information we may collect from you:

OUR CANDIDATES

If you wish to apply for a job, you will be requested to register an account with us. To complete such registration, you will have to accept the privacy policy which describes in detail how we will collect and process your application information and any other data we receive from you when interacting with you.

If you use our website, click on links in emails we send you, open or forward them or sign up to receive job alerts or other content from us, we also collect personal data from that interaction or correspondence.

We may also use information for direct marketing via messaging, telephone or email, however, you may at any time opt-out of receiving future marketing communication.

We may also obtain personal data about you from third parties, including:

- References/Referees – when you are offered new employment
- Educational institutions – where academic qualifications need to be verified
- Credit reference agencies – if we need to check your financial standing
- Public available sites, such as LinkedIn and social media to enhance the information we hold about you, to support our employment search for you.
- Disclosure and Barring Service, or Disclosure Scotland – if we need to obtain details of unspent criminal convictions.

OUR PROSPECTIVE CANDIDATES

We collect data about you, including your name, contact details and professional information from the following:

- Public sources, such as LinkedIn or other social media/professional networking sites
- Professional data providers, such as business intelligence or databases
- Other sources, such as referrals from other customers (candidates/clients)

We collect this data so we can contact you if we believe that you may be interested in our services, now or in the future.

OUR PROSPECTIVE CLIENTS

We collect your contact details and information/data relating to your company, role, department or function, to establish a business relationship with your company; from the following...

- Public sources, such as your company website, LinkedIn or other social media/professional networking sites
- Professional data providers, such as business intelligence or databases
- Other sources, such as referrals from other customers (candidates/clients)

OUR CLIENTS

We collect personal data, such as your name, job title/function, department and company, as well as your contact details. We also process data regarding the interactions and communications that we have had with you, as well as any feedback that you have provided about our services, including our candidates.

References – contact details will be provided by candidates for reference purposes, we will keep a record of this personal data that you provide to us about that candidate.

We collect personal data and information from the following:

- Public sources, such as your company website, LinkedIn, or other social media/professional networking sites.
- Professional data providers, such as business intelligence or databases.
- Other sources, such as the interactions that you have with our employees.

How we use your information

All this information (“your data”) will be collected and handled by Canter Leigh Search for the following purposes:

- To best tailor the job searches according to your preferences.
- To keep you informed by email, telephone and/or mail about future work opportunities and marketing communication.
- To introduce other services, such as training, events and newsletters, we may offer you.
- To help us create, publish, and improve content most relevant to you.
- To ensure that content from our website is presented in the most effective manner for you and for your device.
- To allow you to participate in interactive features of our service, when you choose to do so.
- To further develop and improve our website and other systems to better serve you.

Third parties

To facilitate our efficient use of your data, and to provide you with the best services and/or opportunities, it may sometimes be necessary for us to disclose your information to third parties. However, this disclosure will only occur in the following circumstances:

To suppliers, contractors and agents:

From time to time, we may engage or employ other companies and individuals to perform functions on our behalf. Examples may include; administrative functions associated with our business activities. Such recipients will only have access to data required by them to perform their functions and are not permitted to use such data for any other purposes. These recipients will be subject to contractual confidentiality obligations.

By providing us with your data, you consent that your data may be transferred to and processed outside of your country of residence, including in countries which may not provide adequate data protection as defined by EU data protection law, but only for the limited purposes and in accordance with the principles set out herein.

Where required by Law:

We will share your data with government or law enforcement authorities if we determine in our sole discretion that we are under an obligation to do so.

Job Alerts

If you only register your e-mail address with us in order to receive job alerts, your data will not be used for any other purpose other than to provide you with details of suitable vacancies which may arise from time to time, together with any relevant marketing communications pertaining to jobs and job advice.

Data Security

Although we will do our best to protect your data, the transmission of information via the Internet is not completely secure and we cannot guarantee the security of your data transmitted to the Website or any third party; any transmission is at your own risk. Once we have received your information and transferred it to a third party, we will use strict procedures and security features to try to prevent unauthorised access.

How you can access, correct and delete your data

Upon request, Canter Leigh Search will - in compliance with applicable law - inform you as to whether your data is being collected, and you may contact us to request any correction or deletion of your data by emailing:

enquiries@canterleighsearch.com

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise this right by contacting enquiries@canterleighsearch.com.

Changes to this Policy

Any changes we may make to our Policy in the future will be posted on this page.

CONTACT

Questions, comments and requests regarding this Policy are welcomed and should be addressed to enquiries@canterleighsearch.com.