

Policy Statement

The Search Core Ltd is committed to the privacy of our clients and candidates.

1. How we receive and process personal data

The Search Core receive personal data when a candidate applies directly to advertised roles from our own website or third party job boards such as LinkedIn, reed.co.uk etc.

When a candidate applies to an advertised position they are consenting to The Search Core Ltd collecting and storing personal information. This information will include but not limited to their name, address, telephone number, email address, employment history, education, hobbies and interests. During telephone calls, email conversations and face to face meetings we may collect personal data which will help with finding future employment. This information facilitates our ability to support the candidates job search and provides basis for recommendations to The Search Core's clients. By giving the above information the candidate consents to having their data stored on The Search Cores internal database. This information will never be shared with third parties other than carefully selected companies that are engaged in legitimate business activities with The Search Core Ltd. We will store candidate's details on our system for a maximum of 3 years. At this point we may contact the candidate to gain their consent to continue to hold this information.

2. Cookies

Cookies are small text files that are downloaded when accessing The Search Core Ltd's website. This allows the website to recognise the individual and their preferences.

To comply with GDPR we let the viewer know that cookies are being used and their purpose. We will also gain consent to store a cookie on the device.

The Search Core Ltd use cookies to make our website work more efficiently and provide us with information when a candidate applies for a job.

The Search Core do not use advertising cookies.

3. Future Communication

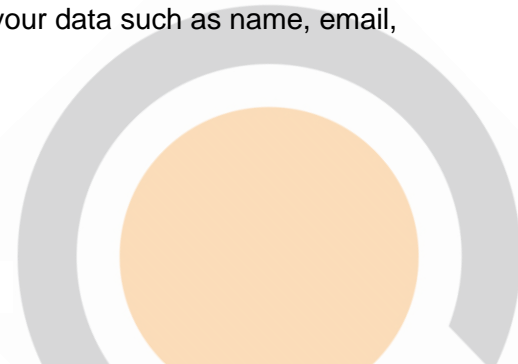
We may on occasion contact candidates already on our database who are currently not actively looking for work. We may do this because we would like to know their current employment situation or if we receive details of a position which matches the candidates career aspirations. We will only do this where the candidate matches the brief given to us by one of our clients and the candidate has given us consent to store their data.

4. Sharing candidate details with third parties

The Search Core Ltd do not share any personal data of candidates without explicit consent. When consent is given, we will only share with the agreed company/individual.

5. Contacting The Search Core Ltd

You can contact one of our staff directly to discuss your job search or a particular role. In doing so, you are giving consent to The Search Core Ltd to process and store your data such as name, email, telephone number.





Privacy Policy (GDPR Compliance) - 2018

By sending your CV, updated CV or contact details directly to The Search Core Ltd's staff you are agreeing to your details being updated and stored on our database. We will not share this information with any third party without your prior consent.

6. Your rights to amend your personal data
Candidates have the right to access their personal data stored on the Search Core Ltd.'s database. Once requested The Search Core must provide any information regarding that particular candidate within 30 days.
7. Your rights to have your details deleted
Upon request The Search Core Ltd will delete a candidate's personal details entirely within 30 days and no further contact will be made. If the candidate has been successfully placed by The Search Core Ltd we are required to retain certain information due to contractual obligations. We will ensure that only minimal personal data remains and will be deleted as soon possible.
If a candidate wishes to have their details removed from our database, you should email info@thesearchcore.com.
8. Data Breach
We take your privacy seriously and recognise that The Search Core Ltd hold sensitive information. All information is stored securely and encrypted. In the unlikely event that our computer systems are compromised and there is a potential loss of confidentiality we will report this breach to you.
9. Data Request
If you would like to request access to your personal details, please contact info@thesearchcore.com alternatively you can contact us by writing to

Compliance Officer
The Search Core Ltd
63 St Mary Axe
London
EC3A 8AA

Monitoring and Review

Our policy will be reviewed regularly and may be altered from time to time considering legislative changes or other prevailing circumstances.

