



This privacy policy sets out how Hanrahan Associates uses and protects any information that you give Hanrahan Associates when you use this website.

Hanrahan Associates is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Hanrahan Associates may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from [date – TBC)

Hanrahan Associates complies with the Data Protection Act 1998, which sets out principles relating to the use of any data you provide us with. We will process this data with due care and attention to ensure that your rights are protected under the law.

What we collect

We may collect the following information in relation to our working activities as a Recruitment Consultancy:

- name and job title
- contact information including email address, telephone contact numbers, and home address
- demographic information such as postcode, preferences and interests
- other information relevant to career, career history, education, language skills, compensation (where relevant), references (where relevant) and right to work in the UK or any country which we are recruiting on behalf of a client for. Such information will be submitted in the form of a CV, or by filling out our on-line registration form, and/or passed verbally during a telephone conversation or meeting.

Choosing to enter your personal information on this web site, indicates you are willing to disclose this information to Hanrahan Associates and on the understanding that it may be disclosed to prospective employers and clients in connection with the recruitment process.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect.

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- In accordance with our activities as an Executive Recruitment Consultancy, when you are put forward for consideration for a role, relevant details will be provided to the client. It is our standard practise to gain our Candidate's consent for us to submit their details to a client by first contacting them and informing them of the clients name and the role details before submitting their CV.
- Due to the confidential nature of our activities, it may not always be possible to inform you in advance of the name of the client that we represent, if they for example have stipulated that they do not want their name revealed until we reach 'sort list' stage (see Methodology on the Clients page of our website). If you do not want your details revealed to any client without first being passed their name, please ensure that you make this clear when you submit your CV or fill out the on-line form, or call to inform us and we will honour that commitment to you.
- Internal record keeping, monitoring of market trends and associated research.
- From time to time, we may also use your information to contact you for market research purposes. Any such contact will be done with the utmost discretion, by home email address or private mobile number. We will not call you on your work number

Security

- We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.