



Hanrahan Associates Privacy Policy

Hanrahan Associates provides specialist recruitment services within the financial markets sector, to clients actively in the market to recruit specialist personnel for their businesses. We are committed to ensuring that your personal information is processed and held in compliance with the General Data Protection Regulation (GDPR).

What Does Privacy Policy Cover?

- Clarifies what personal data we collect about you.
- Explains what personal information we may hold about you and what we do with it.
- Describes when, why and who we may share your personal data with.
- Explains how long we keep your personal data for.
- Clarifies our approach towards the use of cookies and automated decisions concerning you.
- Lays out the legal basis that we have for using your personal data.
- Outlines our approach towards keeping personal data secure.
- Explains your rights and choices when it comes to your personal data.
- Explains how we may contact you and how you can contact us.

What Personal Data Do We Collect And Hold About You?

If you are a Candidate. We collect information necessary for us to be able show you new career opportunities within your field, in addition to further information needed to assess your eligibility for job opportunities and through the different stages of recruitment. This information includes LinkedIn profiles, CV's, career history, educational records, and reference etc. The information collected: is in the public domain; by reference or word of mouth. For example, you may be recommended by a friend, a former employer, a former colleague or even a present employer or what you provide during telephone conversations, electronic messaging (emails etc) or meetings with us.

We do not hold information relating to your racial or ethnic origin, religious beliefs, physical or mental health, political opinions, sex life or criminal offences.

If you are a Client. We hold limited personal information about you such as your name, contact information (email address, telephone number and office address) plus your job title and responsibilities. This information will have needed to be collected, processed and held in order to allow us to fulfil our contractual obligations to you.

How Do We Use Your Personal Data And Who Might We Share It With?

We use your personal data to match your skills, experience and education with a potential employer for a role which they are using us to recruit for. In the course of conducting our business, we may share your personal information with our clients. Any information shared is limited to what is strictly necessary to achieve our role as a recruitment company. Initially we collect basic information such as contact details, current or most recent role and career experience and if we feel that you are potentially a strong fit for the role, we will pass this on to the client in search of specialist personnel. If you are chosen by the client and go through to the next stage we will then need to collect more information from you at an interview (or equivalent) stage and onwards in that manner. Holding your personal data in this manner also enables us to keep you informed of career opportunities that may be of interest to you, as and when they arise.

How Long Do We Keep Your Personal Data For?



We will hold and process your personal information for as long as it is relevant to our industry. Normally this will be for 8 years, which is assessed to be the average amount of time that financial services professionals remain in the same role during their career.

Do We Use Cookies Or Make Automated Decisions Concerning You?

We do not use cookies for tracking purposes nor do we carry out automated profiling.

What Legal Basis Do We Have For Processing Your Personal Information?

In order to fulfil our function as a recruitment company and conduct our business, it is necessary for us to collect, hold and process certain personal information, by way of a legitimate interest. For prospective Candidates, referees and clients, our processing is necessary for our legitimate interests, in so much as we need the information in order to be able to assess suitability for potential roles, to find potential candidates and to contact clients and referees. We conduct an assessment in order to ensure that our processing is necessary and that your fundamental rights of privacy are not outweighed by our legitimate interests, before we go ahead with such processing. If you are considered by us to be a suitable Candidate for an opportunity and have expressed a clear interest in being considered for that opportunity with one of our Clients, this may involve the processing of more detailed personal data including sensitive data that you or others provide about you. In that case, we always ask for your consent before undertaking such processing. For Clients, we also rely on our processing being necessary to perform a contract for you, for example in contacting you, proposing Candidates for a position you wish to fill, arranging interview at your request etc.

How Do We Secure Personal Data?

Hanrahan Associates has data protection policies and practices in place to ensure that your personal information is not accessed, lost, deleted or damaged unlawfully or without proper authorisation. Data is secured involving a number of methods ranging from encryption, firewalls and malware protection on electronic computers/devices, locking of computers and mobile devices with password protection, control of access to our office, strict protocols in place on who processes data and why, among other measures in place.

Your Rights In Relation To personal Data

By law, you have a number of rights when it comes to your personal data. Further information and advice about your rights can be obtained from our Data Protection Officer (DPO) Patrick O'Hanrahan, who is responsible for ensuring that all personal information is handled in compliance with the law, with day-to-day responsibility for data processing and data security. Contactable via email patrick@hanrahanassociates.co.uk (please put "GDPR Enquiry" in the subject title for your email) or telephone +44 (0)1580 766906 and ask to speak to him.

Data Subject Access Request (DSAR)

By law you may make a formal request for information that we hold about you. As long as we are able to verify your identity, we will endeavour to provide such information within 30 days of your request. In some circumstances it may not be possible to release all the information that we hold about you for example if doing so would violate the personal information or opinions of a third party.

Right to Have Data Corrected

Should you consider any information that we hold about you is inaccurate then you must inform us and if we agree that the information is inaccurate, then we will correct it.

Right to Be Forgotten

If you do not wish us to hold or process your personal information, please contact our DPO and we will delete the all your information from our records. We act on requests and provide information free of charge, however we may be forced to charge a reasonable fee to cover administrative costs in the unlikely event of being asked to provide information for: baseless or excessive/repeated requests, or further copies of the same information. Alternatively, we may be entitled to refuse to act on the request.

How To Contact Us Should You Have Any Concerns Or Questions

If you feel that your personal information is not being held or processed in a proper manner, or you have any other questions or concerns, let us know immediately by contacting our Data Protection Officer (DPO) Patrick



Hanrahan Associates

EXECUTIVE SEARCH

O'Hanrahan via_email patrick@hanrahanassociates.co.uk (please put "GDPR Enquiry" in the subject title for your email) or telephone +44 1580 291790 and ask to speak to him.

Bell House
Bells Lane
Tenterden
Kent TN30 6ES

t +44 1580 291790
f +44 (0) 1580 767101
www.hanrahanassociates.co.uk