

PRIVACY POLICY

This Privacy Policy sets out how Covenden Limited collects, uses and protects any information that you give to us. Covenden Limited is committed to ensuring that your privacy is protected. Any personal data that you give to us will only be used in accordance with this Policy.

Covenden Limited is registered with the Information Commissioners Office (ICO) under the Data Protection Act 1998 to process personal data. Further information regarding our registration can be found on the ICO website by quoting registration number: ZA099719.

What Information We Collect

Personal data is collected and processed only to the extent that it is needed to fulfil business needs or legal requirements. The data that we collect includes, but is not limited to, information that you give us through our communication on the telephone, email or otherwise:

- Name and job title
- Contact information including email address and mobile number
- Date of Birth
- Career history
- Salary and bonus details

What We Use This Information For

- Internal record keeping purposes. This data is handled only by staff employed by Covenden Limited. (See point below regarding third parties).
- Job applications, in partnership with our clients, on whose behalf we have been instructed to fill a job vacancy or find suitable candidates for a business. We will always obtain consent from you prior to sending your CV to a client for a specific role. However, it may be beneficial for us to discuss some background information (for example career history) with clients who may be looking in a particular market. However, this would always be on a “no names” basis until full consent has been given.
- Searching for candidates for confidential assignments. If we believe you are suitable for a specific role, we may pass basic details to the client. If the client wants more detailed information, we would only give this with prior consent.
- Market Mapping and Research Exercises. From time-to-time we are instructed by clients to carry out market research on their behalf. This is to enable them to understand a particular market. We may include certain aspects of your personal data (for example career history). You will not be contacted by any third party about this without consent being given.

Security of Your Data

We are subject to UK Law and the Data Protection Act 1998. We will ensure that your information is safe and managed appropriately. Personal Data is stored on our servers and is not publicly accessible.

Covenden Limited understand the importance of protecting your information. While we take the necessary steps to make your information safe, please keep in mind that no method of transmission of data over the internet (for example by email) is 100% secure. However, we shall notify you if there is data breach which is likely to result in a high risk to your rights and freedoms.

Third Parties

In some circumstances, we may need to share your personal information with third parties who work with us for further processing in accordance with the purposes for which the data was originally collected or for the purposes to which you have already consented. We require that they use this information appropriately. If you require further information about our third parties and their Privacy Policy, please contact Covenden Limited.

Personal Information Retention Period

We will retain your personal information for no longer than ten years. However, this may vary depending on how active you are in the job market and the frequency of our interactions. You can request for your personal data to be removed before the end of the ten-year term.

Your Rights

You have a right, subject to a number of exceptions, to access your own personal data. No fee will be charged for this. Your personal information will not be disclosed until your identity has been verified.

Legal Disclosure

In some cases, we may be required to disclose your personal information to comply with legal requirements and requests from government agencies.

If you have any further questions about our Privacy Policy or would like to make any requests relating to your personal data, please contact Covenden Limited on +44 7921 800385.