

Privacy Policy

Who are we?

Company name: Kadenz Executive Search

Regd_Address: 24 Cornwall Road, Dorchester DT1 1RX

Telephone: +44 (0) 208 123 4548

Email: DF@kadenzsearch.com

We provide executive search and interim management services, including market mapping and individual assessment, to clients recruiting personnel for their businesses.

What does this Policy cover?

We at Kadenz take your personal data seriously. This policy:

- sets out the types of personal data that we collect about you
- explains how and why we collect and use your personal data
- explains how long we keep your personal data for
- explains when, why and with who we will share your personal data
- sets out the legal basis we have for using your personal data
- explains the effect of refusing to provide the personal data requested
- explains the different rights and choices you have 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 about you?

We collect the information necessary to be able to identify appropriate opportunities for you and also any further information needed to assess your eligibility through the different stages of the recruitment process. This information may include, identification and visa documents, CVs and work history, educational records and checks, psychometric assessments, salary data, employment references, commentary on fit to role and, where applicable, commentary on progress in role once placed.

Where do we collect personal data about you from?

The following are the different sources we may collect personal data about you from:

- Directly from you. This is information you provide while searching for a new opportunity and/or during the different recruitment stages.
- From an agent/third party acting on your behalf. e.g. Interim Management Company.
- 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.
- Through publicly available sources. We use the following public sources:
 - LinkedIn
 - Company websites
 - Xing
 - Hoovers
 - The World-Wide Web

How and why do we use your personal data?

We use your personal data to match your skills, experience and education with a potential employer. We will initially collect basic information on you such as contact details, job role and experience and pass this on to the client in search of personnel. If you are suitably qualified and interested in proceeding, we will, with your agreement, collect more information from you as you progress through the process e.g. to our interview stage and then to client interview stage.

How long do we keep your personal data for?

We keep your information in accordance with our data retention policy as follows:

Candidate data: 6 years

Interim Manager data: 6 years

Client contact details: 6 years

Who do we share your personal data with?

Your personal data is shared with the client who initiates a search for personnel, to ascertain whether you might be a fit for the position. We may also conduct checks on you to verify the information you have provided and where we do this we may share your information with Qualificationcheck.com and HEDD.ac.uk

What legal basis do we have for using your information?

For prospective candidates, interim managers, referees and clients, our processing is necessary for our legitimate interests in that 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.

For clients, we may also rely on our processing being necessary to enabling us to fulfil a contractual obligation to you.

What happens if you do not provide us with the information we request or ask that we stop processing your information?

If you do not provide the personal data necessary, or request that we stop processing your personal data, we may not be able to match you with available job and career opportunities.

Do we make automated decisions concerning you?

No, we do not carry out automated profiling.

Do we use Cookies to collect personal data on you?

To provide better service to you on our websites, we use cookies to collect your personal data when you browse. See our cookie policy below for more details.

Do we transfer your data outside the EEA?

To better match your employee profile with current opportunities we may transfer your personal data to clients and partners in countries outside the EEA. These countries' privacy laws may be different from those in your home country. Where we transfer data to a country which has not been deemed to provide adequate data protection standards we always have security measures and approved model clauses in place to protect your personal data. To find out more about how we safeguard your information as related to transfers contact us on DF@kadenzsearch.com

What rights do you have in relation to the data we hold on you?

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 the data protection regulator in your country.

Rights	What does this mean?
1. The right to be informed.	You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we are providing you with the information in this Policy.
2. The right of access.	If we are processing your information you have the right to obtain access to your information, and certain other information (similar to that provided in this Privacy Policy). This is so you're aware and can check that we're using your information in accordance with data protection law.
3. The right to rectification.	You are entitled to have your information corrected if it's inaccurate or incomplete.
4. The right to erasure.	This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your information where there's no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.

5. The right to restrict. You have rights to 'block' or suppress further use of your processing information. When processing is restricted, we can still store your information, but may not use it further.
- We keep lists of people who have asked for further use of their information to be 'blocked' to make sure the restriction is respected in future.
6. The right to data portability. You have rights to obtain and reuse your personal data for your own purposes across different services. For example, if you decide to switch to a new provider, this enables you to
- move, copy or transfer your information easily between our IT systems and theirs safely and securely, without affecting its usability.
7. The right to object to processing. You have the right to object to certain types of processing, including processing for direct marketing (i.e. if you no longer want to be contacted in regard to potential opportunities).
8. The right to lodge a complaint. You have the right to lodge a complaint about the way we handle or process your personal data with your national data protection regulator.
9. The right to withdraw consent. If you have given your consent to anything we do with your personal data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that
- anything we have done with your personal data with your consent up to that point is unlawful). This includes your right to withdraw consent from us to use your personal data for marketing purposes.

We usually act on requests and provide information free of charge, but may charge a reasonable fee to cover our administrative costs of providing the 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.

Please consider your request responsibly before submitting it. We'll respond as soon as we can. Generally, this will be within one month from when we receive your request but, if the request is going to take longer to deal with, we'll come back to you and let you know.

How will we contact you?

We may contact you by phone, email or social media. If you prefer a particular contact means over another, please just let us know.

How can you contact us?

If you are unhappy with how we've handled your information, or have further questions on the processing of your personal data, contact our Data Protection Officer here:

email: DF@kadenzsearch.com

Cookie Policy

COOKIES

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our website. By continuing to browse the website, you are agreeing to our use of cookies.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer. We only use (and store) non-essential cookies on your computer's browser or hard drive if you provide your consent.

Cookie

Cookie

Purpose

Duration

		Category	
wordpress_	2	WordPress cookie for a logged in user.	Session
wordpress_logged_in_	2	WordPress cookie for a logged in user.	Session
wordpress_test_	2	WordPress cookie for a logged in user.	Session
wordpress_test_cookie	2	WordPress test cookie	Session
wp-settings-	1	WordPress also sets a few wp-settings-[UID] cookies. The number on the end is your individual user ID from the users database table. This is used to customize your view of admin interface, and possibly also the main site interface.	1 year
wp-settings-time-	2	WordPress also sets a few wp-settings-{time}-[UID] cookies. The number on the end is your individual user ID from the users database table. This is used to customize your view of admin	1 year

interface, and possibly also the main site interface.

PHPSESSID	1	To identify your unique session on the website	Session
SESS	1	To ensure that you are recognised when you move from page to page within the site and that any information you have entered is remembered.	Session

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website.

Except for essential cookies, all cookies will expire after 6 years.

CONTACT

Questions, comments and requests regarding this cookie policy are welcomed and should be addressed to: DF@kadenzsearch.com