

## Harrington Recruitment Privacy Policy

Your privacy is important to us. We are committed to protecting your privacy and honouring the integrity of your personal information. This privacy statement lets you know how Harrington Recruitment Ltd promise to look after your personal information. This includes what personal data Harrington Recruitment Ltd collects from you through our interactions with you, how we use that data, your rights and how the law protects you.

Here is a general list of all the ways that we may use your personal information:

### **Marketing and Promotional Activity**

We may process Personal Data to create and manage our database and send you further information on our vacancies or conduct surveys and focused marketing campaigns.

### **Applicants and Candidates**

We process the personal data of applicants to vacancies on our website; make arrangements for interviews; The types of personal data we process may include sensitive personal data such as information relating to racial or ethnic origin; political opinions; philosophy or religious beliefs; physical or mental health; sexual orientation; or genetic and biometric data.

Personal data may be collected through phone calls, video meetings or email.

Collection and processing of personal data may vary depending on the vacancy or

the contribution of the participant. Further details on personal data collection and processing is provided when participants apply to, or are selected for advertised vacancies.

## **General Enquiries**

We may process Personal Data to be efficient with how we fulfil our duties (legal, contractual or otherwise), answer queries and respond to complaints.

As well as our commitment to protect your personal information, your privacy is also protected by law. Data protection laws provide that we must handle your personal information in a fair, transparent and lawful way. We promise to always let you know when we collect personal information from you and for what purpose we are doing so. When we have a business or commercial reason of our own to use your personal information, this is called a 'legitimate interest'. When we rely on legitimate interests to process your personal data we will always tell you what they are.

You have rights to your personal data. To meet our obligations under the law and uphold your rights as data subjects, we will:

- provide clear information about the collection and use of your personal information including any third-parties with whom we share it
- provide access to any personal information we hold in an easily accessible format ensure any inaccurate or incomplete personal information about you can be rectified

- allow you to object to or restrict processing of personal information where you feel there are grounds to do so
- ensure deletion of personal data when there are no longer legal grounds to retain it

Please note that in some circumstances, there may be a legal reason that entitles us to keep and use your personal information for the purposes originally made known to you.

Unless you have expressly consented, we will not provide information about you to third parties outside of Harrington Recruitment or for companies to use for direct marketing purposes.