

## **GDPR statement**

Galven Search Ltd (company number **15451574**) is committed to protecting the privacy of our candidates, clients, and users of our website. We want to provide a safe and secure user experience. We will ensure that the information you submit to us, or which we collect, via various channels (including our website, through written correspondence (including e-mail), conversations or meetings with our consultants, or through any of our offices or websites globally), is only used for the purposes set out in this policy.

Through this Privacy Policy we aim to inform you about the types of personal data we collect from candidates, the purposes for which we use the data and the ways in which the data is handled. We also aim to satisfy the obligation of transparency under the EU General Data Protection Regulation 2016/679 ("GDPR") and national laws implementing GDPR.

Galven Search Ltd is an Employment Business which provides work-finding services to its clients and candidates. Galven Search Ltd must process personal data (including sensitive personal data) so that it can provide these services – in doing so, Galven Search Ltd acts as a data controller.

All Galven Search Ltd employees are trained and aware of all responsibilities in relation to the GDPR legislation. You may give your personal details to Galven Search Ltd directly, such as on an application or registration form or via our website, or we may collect them from another source such as a jobs board. Galven Search Ltd must have a legal basis for processing your personal data. For the purpose of providing, you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

### **Collection and Use of Personal Data**

#### **Purpose of processing and legal basis**

Galven Search Ltd will collect your personal data (which may include sensitive personal data) and will process your personal data for the purpose of providing you with work-finding services including to clients and third-party suppliers. The legal bases we rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Legal obligation
- Contractual Consent

#### **Legitimate interest**

This is where Galven Search Ltd has relied on a legitimate interest to process your personal data our legitimate interests as we provide work finding services to you and to our clients. As such Galven Search Ltd process your personal data to provide these services. Galven Search Ltd must your identity, right to work in the UK and qualifications as well as to process pay and manage your entitlement to certain statutory rights if applicable.

#### **Recipient/s of data**

Galven Search Ltd will process your personal data and/or sensitive personal data with the following recipients: -

- Employment Intermediaries
- Third Party Employers
- Outsourced Payroll Providers
- HR and/or Legal Adviser
- Clients
- CRM Software Providers

### **Statutory/contractual requirement**

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are that Galven Search Ltd will have to cease acting as your work finder in accordance with the Terms set out in your Work Finders Agreement.

### **Overseas Transfers**

Galven Search Ltd may transfer only the information you provide to us to countries outside the European Economic Area ('EEA') for the purpose of providing you with work-finding services. We will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

### **Data Retention**

Galven Search Ltd will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

Where Galven Search Ltd has obtained your consent to process your personal/and sensitive personal data/specify which personal data, expiry of that period Galven Search Ltd will seek further consent from you. Where consent is not granted Galven Search Ltd will cease to process your personal data/and sensitive personal data.

### **Your Rights**

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data Galven Search Ltd processes on you;
- The right of access to the personal data Galven Search Ltd processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to Galven Search Ltd processing your personal data/and sensitive personal data you have the right to withdraw that consent at any time by contacting insert the identity and contract details of the person in your organisation who handles data protection issues and, where applicable, any representative of the controller and the data protection officer.

### **Complaints or Queries**

If you wish to complain about this privacy notice or any of the procedures set out in it please contact:

Maya Kaur

[mayak@galvensearch.com](mailto:mayak@galvensearch.com)

Maya Kaur is Galven Search Ltd's [Data Protection](#) Officer and is responsible for:

- adding, amending or deleting personal data;
- responding to subject access requests/requests for rectification, erasure, restriction data portability, objection, automated decision-making processes and profiling and withdrawal of consent;
- reporting data breaches/dealing with complaints; and/or
- Carrying out any appropriate internal disciplinary action if necessary.