



Harris Woods Privacy Policy

What is this Privacy Policy for?

The policy highlights the different areas in which user privacy is concerned and outlines Harris Woods' obligations & requirements regarding the processing, storage and protection of user data and information.

GDPR

On 28th May 2018, the most significant piece of European data protection legislation to be introduced in 20 years will come into force. The [EU General Data Protection Regulation](#) (GDPR) replaces the [1995 EU Data Protection Directive](#). The GDPR strengthens the rights that individuals have regarding personal data relating to them and seeks to unify data protection laws across Europe, regardless of where that data is processed.

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

When you interact with Harris Woods (in person, or by phone / email), we may collect, use and store different kinds of personal data about you, which we have categorised as follows:

- **Identity Data** includes first name, last name, job title and company
- **Contact Data** includes email address, location, and telephone numbers.
- **Situational Data** includes compensation, employment objectives, details from your curriculum vitae (including education, work history, and other qualifications), language skills, and responses to interview questions. Unless required we do not process sensitive personal information about you, unless you have affirmatively consented to this processing



What will my personal data be used for?

Harris Woods do not utilise direct marketing, newsletters, or surveys. Our use of your information will be limited to staying in touch, and making you aware of future opportunities based on your situational data.

How long will you use my personal data for?

We will retain your personal data for as long as necessary to fulfil the purposes we collected it for, and satisfying any legal, accounting, or reporting requirements.

In some circumstances you can ask us to delete your data: see below for further information.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice.

Harris Woods is committed to GDPR compliance across our services. We are also committed to assisting our customers with their GDPR compliance, by providing robust privacy and security protections built into our contracts.

Data security

We have put in place reasonable and appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees and agents who have a business need-to-know.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Rights of access, correction, erasure, and restriction

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation



which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

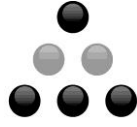
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.
- Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide future services to you. We will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise any of the rights set out above, please contact us by emailing info@harriswoods.com

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated in May 2018.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.



HARRIS WOODS

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