

PRIVACY NOTICE JUNE 2021

1. Overview

- 1.1. Davenport Bernard Consulting Limited take your privacy very seriously. This privacy notice contains important information on how & why we collect, store, use & share identifiable personal information ("personal data") relating to you as a client, candidate, supplier, or contact.
- 1.2. It explains your rights in relation to your Personal Data and how to contact us or the regulatory authority in the event of a complaint.
- 1.3. This version of our privacy notice is effective from 14th June 2021. We may change this privacy notice from time to time. Any updates will be shown on our website or notified by email.

2. Collecting Personal Data

- 2.1. We collect Personal Data directly from you when you interact with us in person, by telephone or email, through our website or by completing forms or paperwork during service provision.
- 2.2. We may also collect information from;
 - 2.2.1. publicly accessible sources e.g. LinkedIn, company website or news feeds
 - 2.2.2. specialist business intelligence suppliers, e.g. Bloomberg
 - 2.2.3. directly from third parties e.g. referees, former employers & education providers or former colleagues, with your consent;
 - 2.2.4. public databases held by a regulatory authority e.g. FCA
 - 2.2.5. if you visit our office, via our CCTV, access control system & written records.
- 2.3. We may collect and use the following Personal Data.
 - 2.3.1. Name & Contact Information including emails & telephone numbers,
 - 2.3.2. Details of your interaction with us or clients, such as correspondence and meeting/call notes,
 - 2.3.3. Your current job role & employer, details of your qualifications, experience, employment history & salary, referees and if applicable nationality & immigration status.
 - 2.3.4. Publicly available information regarding your work, professional & personal interests e.g. LinkedIn profile;
 - 2.3.5. Other Personal Data that you may provide from time to time.
- 2.4. Some of the Personal Data you supply may include 'sensitive' or 'special category' data, e.g. health, sexual orientation, or ethnic origin. We will only hold and use this data if we have a legal basis for doing so.
- 2.5. If you choose not to provide Personal Data we request, it may delay or prevent us from responding to a request or query or providing services to you.

3. Using Personal Data

- 3.1. We may use your Personal Data for one or more of the following lawful basis:
 - 3.1.1. Contractual obligations and providing our services to clients:
 - 3.1.2. Legitimate Interests of being able to promote and operate our business and services, keep records of the processes required to provide our services or provide you with direct marketing communications about our services by consent. You can object or withdraw your consent to receive direct marketing at any time, by contacting us via the details in this notice.
 - 3.1.3. Legal claims & Obligations to enforce or defend any of our legal claims or rights or for legal and regulatory obligations required by applicable law, regulation, the order of any court or regulatory authority.
 - 3.1.4. Consent e.g. we may send a candidate's details to a client if we have their specific consent.

- 3.1.5. We only process sensitive or special category data in limited circumstances and with explicit consent: or, where you have already publicised such information; or, where we need to use such sensitive data in connection with a relevant legal claim
- 3.1.6. We will always seek to pursue these legitimate interests in a way that does not unduly infringe your other legal rights and freedoms and in particular your rights to privacy.

4. Our Legal Obligations

- 4.1. We collect and process your Personal Data in accordance with the EU General Data Protection Regulation (EU GDPR) and/or the UK GDPR and the UK Data Protection Act 2018 together with other applicable UK and/or EU laws that regulate the collection, processing, and privacy of Personal Data (together, 'Data Protection Law ').

5. Sharing Personal Data

- 5.1. We may disclose your Personal Data to limited third party organisations who process Personal Data only by our instructions under contract ('data processors '). This includes organisations who provide technical support, host data, or assist in delivering our services. We only allow our data processors to handle your Personal Data if we are satisfied they take appropriate measures to protect it. All data processors are subject to contractual obligations to ensure they protect your Personal Data.
- 5.2. We may disclose your Personal Data to third parties who make their own determination as to how and for what purpose they process your Personal Data ('data controllers'), e.g. clients, who we may provide with candidates details for a role with a candidate's full knowledge and permission.
- 5.3. The external third-party data controllers will handle your Personal Data in accordance with their own procedures and you should check their relevant privacy policies for information. As they are acting outside of our control, we have no responsibility for the data processing practices of these data controllers.
- 5.4. We may disclose information with law enforcement agencies & regulatory bodies to comply with our legal & regulatory obligations.
- 5.5. We may need to share Personal Data with other parties, such as potential buyers of our business. Usually, such information is anonymised however this may not always be possible. The recipient of any data will be bound by confidentiality obligations. We aim to ensure that your Personal Data is only used by third parties for lawful purposes and in compliance with applicable Data Protection Law.

6. International Transfers

- 6.1. To deliver services to you, it may be necessary to share your personal data outside the UK/European Economic Area ('EEA '), for example:
 - 6.1.1. with our offices or other companies within our group located outside the UK/EEA;
 - 6.1.2. with your and our service providers located outside the UK/EEA;
 - 6.1.3. if you are based outside the UK/EEA;
 - 6.1.4. with clients located outside the UK/EEA.
- 6.2. Under Data Protection Law, we can only transfer your personal data to a country or international organisation outside the UK/EEA where:
 - 6.2.1. the UK government or, where the EU GDPR applies, the European Commission has decided the particular country or international organisation ensures an adequate level of protection of personal data ('adequacy decision');
 - 6.2.2. there are appropriate safeguards in place, together with enforceable rights and effective legal remedies for data subjects; or
 - 6.2.3. a specific exception applies under Data Protection Law.

7. Storage Of Personal Data

- 7.1. We only retain Personal Data identifying you for the lifetime of your relationship with us, as necessary to perform our obligations to you or as required by applicable law.

7.2. We have a data retention policy that sets out the different periods we retain data for in respect of relevant purposes in accordance with our duties under Data Protection Law. The criteria we use for determining these retention periods is based on legislative requirements; ongoing need to hold data such as future legal disputes (which can be up to 6 years after the cause of claim arising) and guidance issued by relevant regulatory authorities including the UK Information Commissioner's Office (ICO).

7.3. Personal Data we no longer need is securely disposed of and/or anonymised so you can no longer be identified.

8. Security of Personal Data

8.1. We employ appropriate technical and organisational security measures to protect your Personal Data from being accessed by unauthorised persons, unlawfully processed, accidentally lost, destroyed or altered.

8.2. We endeavour to take all reasonable steps to protect Personal Data from external threats such as malicious software or hacking. Please be aware however that there are always inherent risks in sending information by public networks or using public computers and we cannot 100% guarantee the security of all data sent to us.

9. Your Personal Data Rights

9.1. In accordance with your legal rights under applicable law, you have a 'subject access request' right to request information about the Personal Data that we hold about you, what we use that Personal Data for and who it may be disclosed to as well as certain other information.

9.2. We reserve the right to verify your identity if you make a subject access request. We may require further information to locate the specific information you seek before we can respond in full and may apply certain legal exemptions when responding to your request.

9.3. We may charge for administrative time in dealing with any manifestly unreasonable or excessive requests for access or reject such a request altogether.

9.4. Under Data Protection Law you also have the following rights, which are exercisable by written request,

9.4.1. correct Personal Data which is inaccurate or incomplete.

9.4.2. erase your Personal Data without undue delay if we no longer need to hold or process it

9.4.3. to object to our use of your Personal Data for direct marketing.

9.4.4. to object and/or to restrict the use of your Personal Data for purpose other than those set out above unless we have an overriding legitimate reason for continuing to use it;

9.4.5. to object to any applicable automated processing that we carry out in relation to your Personal Data, for example automated credit scoring,

9.4.6. to require us to transfer Personal Data to another party where the Personal Data is being processed by automated means and we collected that data under contract or with your consent.

9.5. All these requests may be forwarded on to a third-party provider who is involved in the processing of your Personal Data on our behalf.

9.6. We will normally respond to any request within a month however this may be extended to three months with notice.

9.7. If you make a request and are not satisfied with our response or believe that we are illegally processing your Personal Data, you have the right to complain to the [Information Commissioner's Office \(ICO\)](#) quoting reference number ZB219572.

10. Contact

10.1. If you have any queries regarding this privacy notice or wish to make a public access request relating to your Personal Data please contact: David Bernard. Email: david@davenportbernard.com