

## Clipsham IT Privacy Notice for Clients

Clipsham IT provides recruitment services to clients and candidates in the UK, Europe, the Middle East & Africa. Due to the nature of the business, it is necessary to hold sensitive and highly confidential personal information, and as such our business must comply with the Data Protection Act, and the forthcoming GDPR regulations which come into effect in May 2018.

It is our intent to follow good practice, and our privacy notice is designed to give you clear and concise information in how we deal with people and data.

The data we hold on you as a client may include some or all of the following:

- Names, Positions, phone numbers, email address, social media links, business address
- VAT numbers, Company registration numbers, Registered office, website, extranets and portals, bank account details
- Information on company revenues, targets, margins, performance, share prices, product roadmaps, salary information, company benefits, terms and conditions, vacancies, job specifications, organisational charts, future headcount plans, restructures, job offers, rejections, interview notes & feedback

All the above data is held on our cloud based CRM system which is secured by two-factor authentication access, and only accessible by current Clipsham IT staff, and the software provider (Data Processor) for technical support purposes only. All previous staff have access revoked upon leaving the company and their tokens deactivated and returned. Data may also be held on staff laptops and smartphones which are subject to our computer usage policy and secured accordingly.

The data we hold is provided by you, the client, in order for us to perform our duties in representing your company effectively and informatively as a potential future potential employer to our candidates. Information that has been given to us in confidence and that you have requested is not shared with the candidates will be stored in the CRM system but with a note that it is for our information only. Vacancies that have been filled or removed are still held on the database in an archive. This enables us to track which candidates may have been submitted for previous roles and ensures that we do not duplicate applications. We will never send you a CV without the express consent of the candidate to be represented for a particular role.

At times, we may share information with third parties with whom we collaborate on opportunities, however, this will be requested in advance and consent obtained prior to any data sharing.

We do not advertise vacancies on our web site, but occasionally use LinkedIn or other social media websites to draw attention to certain vacancies, however these are always anonymous, do not contain any sensitive information, and are usually in the public domain already.

Some of our clients have agreed to provide testimonials on our services that are displayed on our web site along with your company logo. If at any time you wish to have these removed, please email [kay.bruen@clipshamit.com](mailto:kay.bruen@clipshamit.com) and they will be deleted from the web site within 30 days of the request.

If in the future you no longer wish to use our services, you can request to have your client information removed from our database at any time. It should be noted however that as the CRM system links candidates with vacancies that they have applied for, it will not be possible to remove all references to you as a former client, but all personal identifiable data will be deleted. To request deletion from our database, simply email the main data controller – [kay.bruen@clipshamit.com](mailto:kay.bruen@clipshamit.com) – confirmation will be provided back to you within 4 weeks of your request.

Under the terms of GDPR we are obliged to report any data breach to the ICO within 72 hours. We also undertake to inform our clients of any breach within the same timeframe.

If you have any questions about our privacy policy please get in touch with Kay Bruen directly who is the Managing Director and Data Controller for Clipsham IT Limited.

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