

Privacy Policy of Fenwick Ryan Ltd

In the context of this Privacy Policy, Fenwick Ryan Ltd (company number 05950570) is known as “Fenwick Ryan”

We are committed to protecting the privacy of our candidates, clients and users of our website and want to provide a safe and secure user experience. Our privacy policy lays out how Fenwick Ryan uses and protects any information that you provide when using our website www.fenwickryan.com or any of our services and we wish to ensure that the information we hold on you is only use for the purposes laid out in this policy.

Fenwick Ryan is committed to protecting your personal information in accordance with the Data Protection Act 1998 and the forthcoming EU General Data Protection Regulation (GDPR).

The Data Controller

Fenwick Ryan, as a small company, is the data controller for any personal information you supply to us in relation to enquiries about our products, services and when registering as a client or candidate. Our full contact details are: Fenwick Ryan, 3 West Street, Fareham, Hampshire, PO16 0BG. Telephone number: 033033 53100 Email: ot@fenwickryan.com

What we collect

Fenwick Ryan may collect your personal data such as your name, address, date of birth, email address, telephone number and sensitive personal information obtained from your CV such as marital status, criminal convictions and ethnic origin. Fenwick Ryan holds, uses and discloses this information as set out below:

How we use your information

We use the data you have supplied to help you obtain the best recruitment service for you. We also require this information to understand your personal needs and recruitment requirements for the following reasons: –

1. To provide and improve our services to you and for internal record-keeping
2. To enable you to submit your CV on a general basis, to apply for specific jobs or to subscribe to our job alerts
3. To assess your details to match them with job roles, to assist Fenwick Ryan in finding a position that is most suitable for you and to send your personal information to clients for potential jobs or to assess your suitability for a job role
4. To contact you via email, text or phone, about job roles or news that we believe you may be interested in
5. To maintain our business relationship, where you are a user of the Fenwick Ryan website as a candidate or a client or both
6. We may directly market jobs or career advice and advise you of any updates to our services Where we do so, you will be able to unsubscribe from receiving any further communications from us
7. From time to time we may send promotional emails about new services, or other information using the email address which you have provided
8. To fulfil contractual obligations with our clients

9. All Fenwick Ryan administration staff who format, and process CV's comply with the Fenwick Ryan undertakings of privacy and confidentiality
10. The personal and sensitive personal information you provide us may very occasionally be sent to clients and third parties located outside the European Economic Area (EEA). We will notify you if we wish to transfer your data to explore job opportunities for you outside the European Economic Area (EEA) and give you the opportunity to withhold your consent to such transfer. If we do transfer your personal information outside the EEA, we will take steps to ensure your privacy rights continue to be protected
11. We may also release your personal information to regulatory or law enforcement agencies, if they require us to do so by law
12. You have the option of submitting your CV via our website, through job boards we subscribe to, or by providing your CV directly by email to one of our consultants. You can do this either to apply for a specific advertised job you have seen, or for consideration by our recruitment consultants for other positions as they arise. You can update your CV at any time, simply by following the same procedure to submit a new CV to Fenwick Ryan

How long do we keep your information for?

We will only retain your data for as long as there is either a statutory requirement for us to do so or to be able us to provide a service to you. This will usually require us to retain your personal data after any business relationship has ended for accounts and records purposes, or for future job roles and to deal with any account support questions.

How we use Cookies

Many websites place Cookies whenever a user visits their sites, to track traffic flows. Cookies are text files, which identify your computer to the server. You may set your web browser to notify you of cookie placement requests or to decline cookies completely. You can delete the files that contain cookies; those files are stored as part of your Internet browser. Fenwick Ryan may use Cookies from time to time to make your web experience better.

Security

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, Fenwick Ryan has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. We undertake regular scans of our website and services to ensure your data is safe

Links to other websites

This privacy notice does not cover areas within our site, linking to other websites. Visitors to our website, who click on links or banner adverts or information, are advised to read these other websites' privacy policies, as we are not responsible for, nor have control over information that is submitted to or collected by these third parties

Equal opportunities

Fenwick Ryan is an equal opportunities recruitment company which means that all job candidates will receive equal treatment and that we do not discriminate on grounds of marital status, race, gender, colour, nationality, ethnic origin, disability, sexual orientation, religion or age.

Your rights to your information

You can withdraw your consent to the use of your personal information at any time (otherwise known as “the right to be forgotten”). This may affect the services Fenwick Ryan is able to supply you. Where Fenwick Ryan is the data controller you are entitled to the following under the European Data Protection Act 1998 and the forthcoming GDPR, subject to some legal exemptions: –

1. To request access to the data we hold about you for a reasonable fee
2. To have any inaccuracies corrected free of charge
3. To have your personal data erased
4. To place restrictions on us processing your data

For more information on your rights, visit the ICO website <https://ico.org.uk/>

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required to do so by law

If you have any questions about this privacy policy, or the details we hold on you, please email us at ot@Fenwick-Ryan.com or submit your request in writing to: –
Fenwick Ryan, 3 West Street, Fareham, Hampshire, PO16 0BG