

Privacy Policy

Fenwick & Partners Limited place great importance on respecting your privacy and will ensure that the data you supply to us will be used carefully and in accordance with relevant legislation.

This Privacy Policy explains how we collect, use, disclose and protect the personal information we obtain.

For the purpose of the Data Protection Act 1998 (the Act) the data controller is Fenwick & Partners Ltd of 52-53 The Mall, London, W5 3TA

Information Collection & Use

Your name, address, telephone number, email address, CV and application data is collected by us. Fenwick & Partners is the sole owner of the information collected.

Fenwick & Partners Ltd will only use this information for the purposes stated and for which you have given us your consent.

As a candidate;

- Identify suitable employment, which are primarily the arrangement of introductions/placements between our clients and candidates. Process involves submitting your CV and other relevant personal information to our clients as appropriate. We will obtain your consent prior to any submission to each client separately should you wish to apply for more than one role. Candidates are requested to instruct Fenwick & Partners on application if they wish any details to be restricted from any parties or companies they do not wish Fenwick & Partners Ltd to approach on their behalf.
- Fenwick & Partners may keep you informed of permanent or contact job opportunities which we think may be of interest to you.
- Fenwick & Partners may contact you periodically with details of our services which may be of interest to you including information about new opportunities, market data or keeping in touch.
- If you contact us we may keep record of that correspondence.

As a client;

- We will communicate with you in order to deliver our services, finalise and manage a placement and collect payment.

Disclosure of your information

- We may disclose your personal information to our clients as appropriate. We will obtain your consent before submission of your CV.
- We do not rent or sell your personal information to anyone under any circumstances.
- If required by law, by any governmental or regulatory body (including, without limitation, HMRC or other tax authority) or by a Court or other authority of competent jurisdiction.
- We do not transfer any information, personal or otherwise, outside of the EEA (European Economic Area); unless specifically for an international vacancy, where we will seek your consent.

Where and how we store your information

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Unfortunately, no company or service can guarantee complete security. Unauthorised entry or use, hardware or software failure and other factors may compromise the security of user information at any time.

Notification of Changes

Any changes to our Privacy Policy will be posted on this page and if appropriate you will also be notified via email.

Right to Withdraw Consent

We will hold your personal data on our systems for as long as is reasonably necessary, and when this information is no longer needed we will securely delete such data. On request, we will provide information in writing about your information stored. If you do not wish us to directly market to you, by phone, email, SMS you may notify us of this in writing. We will then ensure that your wishes are carried out. Requests to delete personal data will be considered but actioned in

accordance with any overriding data protection policy and / or other legal requirements. Please contact Sylvia.nicolaou@fenwickpartners.co.uk if you would like us to remove you from our records or if you have any further questions regarding the Privacy Policy.