

## Pearson Ham – Privacy Policy

Pearson Ham (Us, We) is the trading name of the registered company Pearson Ham Consulting Limited.

This privacy policy explains how we use any personal information we collect about you when you use this website.

We are committed to protecting and respecting your privacy. This Privacy Notice (together with any other documents referred to herein) sets out the basis on which the personal data collected from you, or that you provide to Us, will be processed by Us in connection with Our recruitment processes. Please read the following carefully to understand Our views and practices regarding your personal data and how We will treat it.

Where you apply for a job opening posted by Us, these Privacy Notice provisions will apply to Our processing of your personal information in addition to Our other Privacy Notice which has been provided to you separately or is available on Our Website.

Where you apply for a job opening via the application function on a job site or similar online service provider (“Partner”), you should note that the relevant Partner may retain your personal data and may also collect data from Us in respect of the progress of your application. Any use by the Partner of your data will be in accordance with the Partner’s Privacy Notice.

### TOPICS:

- [What information do we collect about you?](#)
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### WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We collect and process some or all of the following types of information from you:

- Information that you provide when you apply for a role. This includes information provided through an online job site, via email, in person at interviews and/or by any other method.
- In particular, We process personal details such as name, email address, address, telephone number, date of birth, qualifications, experience, information relating to your employment history, skills experience that you provide to Us.
- If you contact Us, We may keep a record of that correspondence.
- A record of your progress through any hiring process that we may conduct.
- Details of your visits to Our Website including, but not limited to, traffic data, location data, weblogs and other communication data, the site that referred you to our Website and the resources that you access. (please see section on ‘Cookies’)

### HOW WILL WE USE THE INFORMATION ABOUT YOU?

#### [Lawful basis for processing](#)

We rely on legitimate interest as the lawful basis on which We collect and use your personal data. Our legitimate interests are the recruitment of staff for Our business.

#### [Purposes of processing](#)



We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other roles.
- To communicate with you in respect of the recruitment process.
- To enhance any information that we receive from you with information obtained from third party data providers.
- To find appropriate candidates to fill Our job openings.

### [Disclosure of Your Information](#)

Where you have applied to a job opening through another service provider, we may disclose data similar to the Disposition Data defined above to such service provider. The service provider shall be the data controller of this data and shall therefore be responsible for complying with all applicable law in respect of the use of that data following its transfer by Us.

### [Unsolicited applications](#)

If we receive unsolicited applications from you, we will email you directly to request consent to our GDPR policy.

## HOW WE STORE YOUR PERSONAL DATA

### [Security](#)

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

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

Unfortunately, the transmission of information via the internet is not completely secure. Although We will do Our best to protect your personal data, We cannot guarantee the security of your data transmitted through any online means, therefore any transmission remains at your own risk.

### [Where We store your Personal Data](#)

Where we store your personal data in our own systems, it is stored in the Egnyte EU data systems.

If you would like further information please contact Us (see 'Contact' below). We will not otherwise transfer your personal data outside of the United Kingdom OR EEA or to any organisation (or subordinate bodies) governed by public international law or which is set up under any agreement between two or more countries.

### [How long we keep your Personal Data](#)

We will hold all the data for 12 Months.

Your personal information will be deleted on one of the following occurrences:

- Deletion of your personal information by you (or by another person engaged by you)
- Receipt of a written request by you (or another person engaged by the you) to us.



## ACCESS TO YOUR INFORMATION AND CORRECTION

Under the General Data Protection Regulation you have a number of important rights free of charge. In summary, those include rights to:

- Access to your personal data and to certain other supplementary information that this Privacy Notice is already designed to address
- Require Us to correct any mistakes in your information which We hold
- Require the erasure of personal data concerning you in certain situations
- Receive the personal data concerning you which you have provided to Us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- Object at any time to processing of personal data concerning you for direct marketing
- Object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- Object in certain other situations to our continued processing of your personal data
- Otherwise restrict our processing of your personal data in certain circumstances
- Claim compensation for damages caused by our breach of any data protection laws.

For further information on each of those rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioner's Office (ICO) on individuals rights under the General Data Protection Regulation.

If you would like to exercise any of those rights, please:

- Contact us using our Contact details below
- Let Us have enough information to identify you,
- Let Us have proof of your identity and address, and
- Let Us know the information to which your request relates.

## How to complain

We hope that We can resolve any query or concern you raise about Our use of your information.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/make-a-complaint> or telephone: 0303 123 1113.

## CHANGES TO OUR RECRUITMENT PRIVACY POLICY

We keep our privacy policy under regular review, and we will place any updates on our website. This privacy policy was last updated on 28<sup>th</sup> October 2020.

## HOW TO CONTACT US

Please contact us if you have any questions about our privacy policy or information, we hold about you:

- by email [recruitment@pearsonham.com](mailto:recruitment@pearsonham.com)
- or write to use at: Pearson Ham, 18 Noel Street, London W1F 8GN

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