

<https://www.ogdenscott.com/privacy-policy>

Privacy Notice for the Ogden Scott' Website

This notice applies to Ogden Scott Limited registered in England and Wales (Company Registration Number 12088855) with registered office 8 Marsden Park, York, YO30 4WX

What is the purpose of this notice?

We are committed to protecting and respecting your privacy. This Privacy Notice sets out the basis on which any Personal Data we collect about all users of our site (**you**), or that you provide to us through <https://www.ogdenscott.com/> (**our site**), will be processed by us.

This Privacy Policy explains what we do with your personal data, whether we are in the process of helping you find a job, continuing our relationship with you once we have found you a role, providing you with a service, receiving a service from you, using your data to ask for your assistance in relation to one of our Candidates or you are visiting our website.

The Privacy Notice is applicable to Candidates, Clients, Supplier and other people whose data we will store and collect in order to provide our recruitment services and/or other persons with whom we make contact. The notice applies to visitors to our site who do not register as well as those who do.

To be clear, if you are an employee of Ogden Scott, you should refer to the Employee Handbook which is available upon request.

We are a **Data Controller**. This means that we are responsible for deciding how we hold and use personal information about you, and for explaining this clearly to you.

Please read this Privacy Notice carefully to understand what we do with your personal information and what rights you have in relation to our activities.

If you are a Candidate please refer to the Transparency Notice via the (link) to understand how this policy applies to you and our relationship with you. This policy applies in relevant countries throughout our Group and network.

***For a list of our group entities please visit <https://www.ogdenscott.com/contact>**

Key terms and definitions:

Word	Definition
Candidate	all contractors and permanent role candidates, including fixed and full-time contractors and PAYE candidates (working directly via an agency or through an umbrella company); as well as people who have supplied a speculative CV to Ogden Scott not in relation to a specific job. Individual contractors, freelance workers and employees of suppliers or other third parties put forward for roles with clients ("Clients") as part of a managed service provider programme or recruitment processing outsourcing service offering or otherwise will be treated as candidates for the purposes of this Transparency Notice (hereinafter referred to collectively as "Candidates")

Client	Refers to any company or entity that we engage with and provide recruitment services to in the form of sourcing suitable Candidates.
General Data Protection Regulation	Is the data law applicable from 25th May. It replaces existing data legislation and is the grounds upon which this notice is written.
Personal Data	The GDPR defines personal data as any information relating to an identified or identifiable natural person. Any identifiable person is one who can be identified, directly or indirectly.
Registered Candidate	is any Candidate that has applied directly via the Ogden Scott website
Supplier	Is any entity, firm or holding which Ogden Scott has partnered or associated itself with for the smooth running of its operation and business activities.

2 [Information we collect from you](#) and about you and how our use complies with the law

Information we collect from you		
Information	How we use your information	How our use complies with the law

	<p>Registered Candidate</p> <p>If you register as a Candidate we collect your name and contact details, including email address and mobile number; your account password; your preferred work location and sector; and whether you are looking for permanent or contractor position.</p> <p>We will only collect information relevant which will allow us to source an opportunity for you.</p> <p>We process information contained in any CV that you upload.</p>	<p>To provide you with services via the website</p>	<p>We process the information you provide to us for the legitimate interest of us providing services to you.</p> <p>We are allowed to do this as long as our do not disproportionately intrude your privacy.</p> <p>To the extent that you include any special category data in your CV, we process this with your consent.</p>
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	<p>For Registered Candidates we use an automated process to evaluate your personal information against positions that are available and consider whether you would be suitable for a position.</p>	<p>To ensure that we only match you for suitable roles.</p>	<p>Such processing is necessary for the legitimate interest of managing our recruitment process.</p> <p>We are allowed to do this as long as our do not disproportionately intrude your privacy.</p> <p>To contest the use of the automated process please refer to clause 6 of this notice.</p>
	<p style="text-align: center;">Employees</p> <p>For prospective employees we collect information which you voluntarily provide to us as part of the recruitment process. If we engage you as an employee or contractor within our business we</p>	<p>To manage our recruitment process.</p>	<p>Such processing is necessary for the legitimate interest of managing our recruitment process.</p> <p>We are allowed to do this as long as our do not disproportionately intrude your privacy.</p>

	<p>will process your information in accordance with our Transparency Notice specific for Employees a copy of which will be provided to you with your job offer.</p>		
	<p>Client</p> <p>For Clients and prospective Clients, we collect the name, job title and business contact information of your employees and other representatives.</p>	<p>To provide services to Candidates and Clients</p>	<p>This information is necessary to enter and to perform the contract between us and our client.</p> <p>Such processing is necessary for the legitimate interest of managing our recruitment process.</p>

	<p style="text-align: center;">Suppliers</p> <p>For suppliers and prospective suppliers of services to our business, we collect the name, job title and business contact information of your employees and other representatives.</p>	<p>To enable us to enter and perform the contract between us and the supplier</p>	<p>This information is necessary to enter and to perform the contract between us and our Supplier.</p>
	<p>We process background information relating to our past dealings with Candidates, Clients and Suppliers.</p>	<p>To inform and improve our services</p>	<p>For the legitimate interest of informing and improving the services we provide.</p> <p>We are allowed to do this as long as our do not disproportionately intrude your privacy.</p>
<p>2</p>	<p>Information we collect about you</p>		

<p>Information about your preferences and the types of services you are interested in via the cookies on our website (please see further at section 11, below).</p>	<p>To improve the services, we offer to you and others.</p> <p>To provide you with information about other products and services which we think may be of interest to you.</p>	<p>it is necessary for our legitimate interests to ensure the smooth running of our website.</p> <p>We are allowed to do this as long as our do not disproportionately intrude your privacy.</p> <p>You can disable cookies on your browser.</p>
<p>Background information relating to our past dealings with you.</p>	<p>To inform and improve our service.</p>	<p>For the legitimate interest of informing and improving the service we provide to you.</p> <p>We are allowed to do this as long as our do not disproportionately intrude your privacy.</p>

<p>Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform via cookies on our website (please see further at section 11, below).</p>	<p>To improve the services we offer to you and others; and for the purposes of fraud protection and credit risk reduction.</p>	<p>it is necessary for our legitimate interests to ensure the smooth running of our website.</p> <p>We are allowed to do this as long as our do not disproportionately intrude your privacy.</p> <p>You can disable cookies on your browser.</p>
<p>Information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); products you viewed or searched for; page response times, download errors, length of visits to certain pages, page</p>	<p>To improve the services we offer to you and others; and for the purposes of fraud protection and credit risk reduction.</p>	<p>It is necessary for our legitimate interests to ensure the smooth running of our website.</p> <p>We are allowed to do this as long as our do not disproportionately intrude your privacy.</p>

	<p>interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page</p>		<p>You can disable cookies on your browser.</p>
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Sharing your information

We share your information with third parties as follows:

- If we have a legal obligation to do so.
- For the purposes of fraud protection and credit risk reduction.
- If we sell any business or assets, in which case we may disclose your personal information to the prospective buyer of such business or assets.

If you object to our sharing or continuing to use your personal data with any specific third party please email gdpr@ogdenscott.com or contact **TELEPHONE**.

If you fail to provide personal information

You are required to provide the personal information set out in sections 1 and 3 of the table. Without this we will not be able to provide our services to you.

Your duty to inform us of changes

We want to be sure that the personal information we hold about you is accurate and current.

Registered Candidates can see what information we hold and update it when anything changes via their personal dashboard or by updating an employee of Ogden Scott directly.

Change of purpose

We only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

If we want to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

We may process your personal information without your knowledge or consent but only where this is required or permitted by law.

Automated decision-making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making where we have notified you of the decision and where it is necessary to perform the contract with you.

If you are a Registered Candidate via the website we use algorithms on our website to match your personal profile with suitable roles.

If you do not want your personal profile to be formulated using our automated decision-making algorithms, please email gdpr@ogdenscott.com or contact **TELEPHONE**

Where will we store your personal information?

Any personal information that you submit to us will be held on secure servers, based within the European Economic Area (EEA).

Transferring information outside the EEA

We use Google Analytics to evaluate the performance of our site and improve the service we offer you. We may transfer information about you outside the EEA for this purpose. We will only do so where permitted by law.

Google Analytics complies with the EU-US Privacy Shield Framework as set out by the US Department of Commerce regarding the collection, use and retention of personal information from European Union member countries. It is subject to enforcement by the Federal Trade Commission. Google, including Google Inc. and its wholly-owned US subsidiaries, has certified that it adheres to the relevant Privacy Shield Principles, including for Google Analytics. For more information about this protective measure, please visit the following: <https://www.google.de/intl/en/policies/privacy/frameworks/>.

Data security

We have put in place:

- (a) appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

(b) procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How long will we keep your personal information for?

We will keep your personal information on our database for as long as you remain actively engaged with us and for up to 12 months thereafter, to allow us to securely review and delete inactive records unless otherwise required by law or set out in the Transparency Notice.

Your rights

You have the following rights:

- to be told what we are doing with your personal information. We do this by providing you with this transparency notice;
- to correct or update the personal information we hold about you to object to the processing of your personal information;
- to request a copy of the personal information we hold about you;
- to ask us to delete the information that we hold about you where there is no good reason for us continuing to process it;
- to ask us to stop processing your personal information where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground;
- to ask us to restrict how we use your personal information for a period of time if you claim that it is inaccurate and we want to verify the position or in some limited other circumstances;
- to ask us to send your personal information to another organisation in a computer-readable format;
- to complain to the Information Commissioner's office if you are unhappy with our use of your personal data: you can do this at <https://ico.org.uk/concerns/>. Do contact us straight

away if you consider that we are not handling your personal information properly so we can try and sort the problem out.

If we delete your personal information or restrict our use of it, we will not be able to provide our services to you.

If you want to exercise any of your rights, please email gdpr@ogdenscotts.com or contact **8 TELEPHONE**.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

Cookie policy

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

Information about our use of cookies

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

We use the following cookies:

- to manage your login to the website;
- to optionally remember your username; and

Cookie / Name	Purpose
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_ga (eventbeat cookie)

Type: Third Party Cookie

Duration: Two years from the last page request.

Description: EventBeat uses Google Analytics to monitor traffic levels and user engagement with our platform's functionality. The value of this cookie is an anonymised string that distinguishes page visits between users.

<p data-bbox="516 197 773 226">_socialchurn_session</p> <p data-bbox="537 327 751 357">(eventbeat cookie)</p>	<p data-bbox="1024 197 1312 226">Type: First Party Cookie</p> <p data-bbox="1019 327 1317 357">Duration: End of session</p> <p data-bbox="919 464 1419 1035">Description: This stores an alphanumeric string, containing information that identifies which user is currently accessing the platform. We use this cookie to ensure that the user is already logged into the EventBeat Platform, and map the browser session to an EventBeat user ID.</p>
<p data-bbox="402 1377 889 1407">volcanic_saved_jobs_id (volcanic cookie)</p>	<p data-bbox="922 1377 1419 1675">Allows users without an account to save jobs, tracks jobs saved by the user and merges these jobs with the user's account upon creation</p>

<p>volcanic_rumble_uid</p> <p>(volcanic cookie)</p>	<p>Keeps track of the last discipline page viewed by the client, can be used by us to modify visible homepage jobs and blogs in order to personalise the homepage</p>
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Google Analytics:

We also use Google Analytics, a web analytics service provided by Google, Inc. Google Analytics sets a cookie in order to evaluate visitors' use of our site.

For more information on Google Analytics please go to https://www.google.com/analytics/analytics/#?modal_active=none.