

Fischer Wolff International Ltd Privacy Policy

This privacy policy sets out how Fischer Wolff International Ltd uses and protects any information that is given to us through our candidate and client service. When we refer to 'we' or 'us' we mean Fischer Wolff International Ltd, registered at 38 Collingwood Street, NE1 1JF, company number 09024579.

Fischer Wolff International Ltd is also a registered member of the Information Commissioners Office under registration number ZB116249.

We are committed to ensuring your privacy is protected and understand the importance of GDPR.

As a valued customer you can rest assured that your details will only be used in accordance of this statement. This policy is effective from 25/5/2018 and we will update you with future changes to our Privacy Policy.

If you have concerns about the way we use your information, process data or any questions about this Privacy Policy please contact us via email at peter@fischerwolff.com or you can write to us at Fischer Wolff International Ltd registered office address.

Your Information

Candidates:

We may collect:

- Name, Job Title
- Contact Information including your email, contact telephone details
- Demographic Information such as postcode, salary, preferences, experience
- Other information relevant to helping you find job opportunities

This information allows us to provide an excellent level of service which can range from finding you relevant job opportunities, informing you of market activity and also sharing your profile (without personal/contact information) to clients who may be interested in your skills and experience.

From time to time we may send promotional emails about our industry, or provide you with information about relevant positions that suit your skillset.

Employers:

We may collect:

- Name, Job Title
- Contact Information including your email and telephone numbers
- Information about the company you work for (industry, contact information)
- Information relevant to providing you and your company with recruitment services

This information allows us to provide an excellent level of service which can range from informing you of specific candidate skillsets that we believe you will interested in, or informing you of market movement and industry relevant marketing information.

How your data is processed:

Fischer Wolff International Ltd relies on the following legal basis to process your data:

Legitimate Interest: To provide the services to your candidates and clients, either to fill a position, or provide you (candidate or employer) with services relevant to you and our market.

Consent: If you submit your details via our website or via Online Social Media Platforms your data will be processed on the legal basis of consent.

Performance of contract: to process personal data in the performance of a contract between you and us. Should you register with us as a business or apply for a job, then a contract will be formed between us to use our services.

CRM Database:

Fischer Wolff International Ltd have a cloud based CRM system which is owned/hosted by JobAdder. Your information will be stored on our CRM Database with a search function which means your data can be searched/accessed by anyone of the Recruitment Team within Fischer Wolff International.

Security

We are absolutely committed to ensuring the security of your information. For this reason our approach is constantly evolving and continually reviewed to improve this.

Internally, we have policies and tools in place that ensure compliance with GDPR and the Data Protection Act of 2018 but also ensure our third parties (CRM system, job boards) are vigilant in the security they have in place.

Controlling and retaining your personal information:

We will not sell, lease, distribute or share your personal information to third parties without your permission, or if required by law. We may use your information to send you promotional details about third parties which we believe you may find interesting.

Your Individual Rights

You have the rights:

- To be informed about how your data is being collected and used
- To access your information at any time, and provided with details on data collected.
- To rectify / update information we have recorded
- To have your data removed / deleted at any time (to 'be forgotten')

You can request any of the above by emailing us at info@fischerwolff.com

We will continue to hold your data with the view to providing a future service to you. We will review this information every 18 months and if you have not accessed our services we may remove your details. You may request details regarding personal information which is held under GDPR and the Data Protection Act 2018. If you wish to review this, you can contact us at info@fischerwolff.com