

Pelham International Privacy Statement

As an Executive Search firm Pelham International is privy to a great deal of sensitive and confidential personal information. We have many years of experience in dealing with and guarding information. When you share information with us we take the utmost care to protect your privacy. Any personal information that we hold on you will only be shared with your permission and in your legitimate interests.

What information do we collect?

We collect and process information from candidates obtained from various sources. From discussions, we will collect relevant information needed for the role, or perhaps more general information relating to a potential career search i.e. we will collect information for future reference. We will always ask if you are happy with us staying in touch with you.

Information we collect is through discussions we have with you and from CVs you have shared with us. This information typically includes; name, address, telephone number, email address, employment history, degrees and other qualifications, languages and other skills. It may also include, without limitation; age, nationality and ethnicity (only to the extent allowed by law), compensation details, a history of our conversations and contact and comments from third parties (i.e. references).

Like all executive search and recruitment firms, we will also collect information from social platforms such as LinkedIn, where the candidate has publicly posted and uploaded information about themselves.

All personal data is:

- Processed lawfully, fairly and in a transparent manner
- Collected for a specified explicit and legitimate purpose
- Adequate, relevant and limited to what is necessary and kept for no longer than is necessary
- Accurate and up to date
- Secure

How is it being collected?

Information we collect (through aforementioned sources) will be recorded and stored in our database. All information we collect is processed lawfully and in line with GDPR principles.

Why it is being collected?

Information we collect is legitimate for executive search/recruitment purposes. We collect information to assess candidate's suitability in line with our client's requirements and criteria. We will present candidates information to our clients who will assess suitability. A candidate will always be aware of which client we are presenting their details to. In turn, we make sure our clients take data privacy very seriously and are compliant with GDPR principles.

On other occasions, candidates will send their details directly to us (speculatively and/or to a known Pelham International team member), and we upload and update the information accordingly. In this case, you have permitted us to store your information.

Your access

You have the right to request access to your information at any time. We will ensure we provide this data within one month of request and with no fee. We may need an extension, depending on the volume of data, but will keep you updated throughout. We will present this data electronically to you.

Retaining and deleting your data

We do not retain data for an unreasonable amount of time. For business legitimate purposes, we retain candidate data in line with our business needs.

We will continually review data and keep in touch and contact you at certain points to make sure your data is up to date and relevant. You can ask us to update your data, which we can action immediately.

You can also ask for your information to be deleted at any time, without question. We can do this within one month of request, no questions asked.

Security

We take security very seriously and ensure we have the required safeguards in place. Access is restricted to Pelham International employees and agreed clients you have given us express permission to present your details to; this will include a formatted version of your CV (we remove all personal and sensitive information), our assessment on your fit for the client and their requirements.

By providing us with information a candidate confirms they have read, understood and accepted this privacy statement.

If you have any questions or queries, please do not hesitate to reach out to our Office Manager, Maegan Danby who will direct your query accordingly.

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