

Arete Research Services LLP

Privacy Notice for Recruitment Candidates

Arete Research Services LLP (“Arete”) is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of personal data that we collect and process about recruitment candidates. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

1. Who we are

Arete is a data controller, meaning that it determines the processes to be used when using your personal data. You may contact us at:

Privacy Officer
Arete Research Services LLP
5-8 Hardwick Street
London
EC1R 4 RG
Tel: 0207 959 1300
E-mail: dataprivacy@arete.net

2. Data protection principles

In relation to your personal data, we will:

- Process it fairly, lawfully and in a clear, transparent way
- Collect your data only for specified and specific purposes
- Only collect the minimum information we need to meet the purpose
- Only use it in the way that we have told you about
- Ensure it is correct and up to date
- Keep your data for only if we need it
- Process it securely, reducing the risk of it being lost or stolen

3. What data we collect about you

Personal data means any information capable of identifying an individual. We may process certain types of personal data about you as follows:

- **Identity Data** - may include your first and last name
- **Contact Data** - may include your email address and telephone number
- **Employment Data** - may include your employment and academic history, usually in a CV
- **Offer Data** – may include the terms of an offer

We do not collect sensitive data about recruitment candidates or data of anyone under the age of 16.

4. Why we process your data

There are six lawful reasons for processing personal data, which are:

- You give consent for us to process your data;
- It is necessary to fulfil a contractual obligation;
- There is a regulatory obligation on us to do so;
- It is in the legitimate interest of Arete to do so;
- It is in the public interest to do so; and
- It is in your vital interest to do so.

We hold the following personal data of recruitment candidates:

Data	Purpose	Lawful basis	Retention policy
CV	Used to establish if a candidate is suitable for a role Used to contact the candidate during the recruitment process	Unsuccessful candidate - Legitimate interest	Retained for 6 months from the end of the recruitment process
		Successful candidate - Regulatory/Legal	Retained for duration of employment and 7 years thereafter as part of our Staff Privacy Policy
Offer letter	Confirmation of role, terms and conditions	Candidate not accepting offer - Legitimate interest	Retained for 6 months from the end of the recruitment process
		Candidate accepting offer - Contractual	Retained for duration of employment and 7 years thereafter as part of our Staff Privacy Policy

5. How we collect your data

We collect personal data about you through a variety of different methods including:

- **Direct interactions:** You may provide data when emailing your CV to us on a speculative basis, responding to a job advertisement or contacting us via LinkedIn.
- **Third parties or publicly available sources:** We may receive personal data about you via third party recruitment firms or platforms.

6. Sharing your data

Your data will be shared within Arete where it is necessary for staff to consider your suitability for a role. As part of email and server back-up services, we also share some of your data with outsourced IT providers (Microsoft and Global Relay). We may also share your data with third parties to comply with a legal obligation upon us. Whilst your data is stored by third parties within the EEA, we may share your data with our offices in US and Hong Kong, and as such outside the European Economic Area and we will share that data under standard contractual clauses.

7. Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such. In addition, third parties must implement appropriate technical and organisational measures to ensure the security of your data (see privacy policies of IT providers [Microsoft](#) and [Global Relay](#)).

8. How long we keep your data for

The retention policies are set out in the above table.

9. Your rights in relation to your data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- **The right to be informed:** This means that we must tell you how we use your data, and this is the purpose of this privacy notice.
- **The right of access:** You have the right to access the data that we hold on you. To do so, you should make a subject access request. You can read more about this in our Subject Access Request policy which is available from our Privacy Officer.
- **The right for any inaccuracies to be corrected:** If any data that we hold about you is incomplete or inaccurate, you can require us to correct it.
- **The right to have information deleted:** If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it.
- **The right to restrict the processing of the data:** For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct.
- **The right to portability:** You may transfer the data that we hold on you for your own purposes.
- **The right to object to the inclusion of any information:** You have the right to object to the way we use your data where we are using it for our legitimate interests.
- **The right to regulate any automated decision-making and profiling of personal data:** You have a right not to be subject to automated decision making in way that adversely affects you.

If you wish to exercise any of the rights explained above, please contact our Privacy Officer at dataprivacy@arete.net.

10. How to complain

We strive to meet the highest standards when collecting and using personal information. Complaints are taken very seriously, and data subjects are encouraged to bring any issues to our attention. To do this either e-mail or write to:

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Arete Research Services LLP
5-8 Hardwick Street,
London
EC1R 4RG
Tel: 0207 959 1300
Email: dataprivacy@arete.net

The supervisory authority in the UK for data protection matters is the Information Commissioner's Office (ICO). If you think your data protection rights have been abused or breached in any way by us, you are able to make a complaint to the ICO at <https://ico.org.uk/concerns/>. or by post, telephone or email:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
Email: casework@ico.org.uk.

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