



## Privacy Policy

Tangent International Limited and its subsidiaries (Collectively the Tangent Group as defined in section 1159 of the UK Companies Act 2006) respect your privacy and kindly request that you read the following to learn more about our business practices. Our privacy policy together with our terms of use and all documents detailed herein set out the way we obtain and hold information gathered about you or that you have provided to us and how this will be processed.

This privacy statement describes how we collect and use personal information and data in accordance with the General Data Protection Regulation (GDPR).

### Collection of your personal data

Tangent International provides global recruitment solutions and services to clients and candidates within a variety of sectors. In order to carry out these services we need to obtain and record personal and sensitive data and in doing so Tangent acts as a Data Controller. Personal data means any information which alone or jointly with other information can be used to identify a person. You may have provided your personal details to us directly or we may have obtained these details from another source such as recruitment job boards and LinkedIn. Tangent is required to have a legal basis for processing your personal data and will only use your personal data in accordance with this privacy policy.

We will collect, store, process and disclose the personal data for prospective candidates, contractors and clients as it is deemed necessary for our legitimate interests in providing you with your required recruitment service.

### Our Legitimate Interest

Our legitimate interest for collecting and retaining your personal data includes taking steps that are reasonably necessary for the conduct of our business. As a recruitment agency we provide a quality service to clients by introducing. Candidates for permanent employment, temporary worker assignments or independent consultancy contracts and the exchange of personal data is a fundamental part of this process.

In order to support our candidates' career aspirations and our clients' resourcing needs, we require a database of candidate and client personal data. The database will contain historical information as well as current resourcing requirements this enables us to maintain, develop and expand our business and record the data of prospective candidates and clients.

### Personal data we may require to assist the recruitment process

Name, date of birth, contact details including telephone number and email address, experience, qualifications, training, CV, national insurance number or equivalent and any other relevant personal data to assist with your work findings.

### Sensitive data or special category data we may require for the recruitment process

Disability and or health conditions, criminal convictions and offences, and such special category or sensitive personal data as is necessary to ensure we conform to legal and contractual requirements.

### How we use or disclose your personal data inside and outside of the EEA

We will use or disclose your personal data in the following circumstances

- To be available to Tangent International Limited and any member of the Tangent group inside and outside of the EEA in connection with the recruitment process and your enquiry to search for new employment, unless you request otherwise.
- When supplying your CV and personal information for any position you have applied, this will be used to determine your suitability and any terms of engagement.



- With prospective employers and or our clients for the purpose of assessing your suitability for open positions
- If you are successful with an application and wish to proceed with the recruitment process further, your details may be disclosed to third parties to verify employment, obtain references and to assist you with the on boarding of your contract assignment, permanent or consultancy position.
- For the purpose of undertaking right to work checks where your details may be disclosed to a third-party identity verification agency who conduct checks as part of the employment verification process.
- With business partners, suppliers and sub-contractors for the performance and compliance obligations of any contract we enter with them or you;
- To provide you with information about recruitment opportunities that we may feel would be of interest to you.
- To notify you of changes about our organisation or changes to the services we provide.
- Where applicable to pay you and to deduct and report any deemed employment taxes.
- To allow you to participate in surveys, presentations, company new feeds and effective advertising.
- To administer our database and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes, Cloud and Data Storage.
- To make suggestions and recommendations to you of other services that may interest you.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation including to any authorities or law-enforcement agencies in jurisdictions inside or outside to EEA.
- As required by law for the purpose of business audits including allowing us to comply with any requirements of relevant authorities in the jurisdictions in which our organisation and group operate.

### **Storing and protecting of your personal data**

The security of your personal data is important to us and we take this very seriously. Unfortunately, the transmission of information via the internet is not completely secure and any of your data you transmit to Tangent is at your own risk. Once we have received your information, we will do our utmost to protect your privacy and personal data from misuse, interference, loss, unauthorised access, modification or disclosure using appropriate management and technical measures. Any information that is provided to us will be stored on our secure systems and servers and is protected using encryption technology. We ensure this by implementing appropriate access controls, investing in Information Security to protect all of our IT environments wherever possible. Access to your personal data is only permitted among our employees and agents on a need-to-know basis and subject to strict contractual confidentiality obligations when processed by third-parties.

### **Retaining personal data**

We understand our legal duty to retain accurate data and only retain personal data for as long as we need it for our legitimate interests and that you are happy for us to do so. Accordingly, we have a data retention period of 7 years from the date we receive your valid consent. Any supplier, candidates, temporary workers or consultant that has undertaken an assignment for the Tangent group may have all or part of their data retained and archived for a period of 7 years following the last payment made to them or as required by law to fulfil our legal obligations.

We shall use our best endeavours to delete your personal data once it reaches the retention period or where we have received in writing from you a request to do so. However as required by law some of your data may still be retained within our system and this will be placed securely beyond use and will not be readily available to members of staff.



## Your legal rights to access and control your data

To the extent required by law you have the right to the following:

- Request access to personal data we my hold about you
- Request that a correction in made on the personal data that we hold about you to ensure the information we store is accurate. It is important that the data we hold about you is accurate, and it is your responsibility to keep us informed of such changes.
- Request that your personal data is removed
- Object to personal data about you being store or used for marketing purpose

## Cookie policy

A cookie is a small file that stores a small amount of text in your web browser, or mobile device. Cookies are widely used when visiting websites.

Our website uses cookies to analyse page visits, and distinguish visitors from each other. We also use cookies to help with tracking jobs applications and recognising you if you have visited our site previously.

Options to control cookies can be found in your browser's privacy controls. Cookies can be allowed or blocked by default and filtered to only allow cookies from those sites that you permit. Refer to your browser help files for more information.

## Changes to our privacy policy

Tangent reserve the right to make changes to this privacy policy statement at any time and any such changes will be updated and available on this page. Should there be any major changes, we may choose to notify you directly.

## How to Contact us

Should you wish to discuss this privacy statement or Individuals who may wish to file a request regarding their personal data may do so by email to [gdpr@tanint.com](mailto:gdpr@tanint.com).

You can also address any requests to the group Data Protection Officer by post to Swan House, 11 Woodbrook Crescent, Billericay, Essex, CM12 0EQ