

## Data Protection Notice

1. Onside Appointments Limited ("Onside Appointments") whose registered office is at 2 Jardine House, The Harrovian Business Village, Bessborough Road, Harrow, HA1 2EX, will, to the extent that it is reasonably necessary in connection with the provision of the recruitment services: collect, hold (in hard copy and computer readable form) and process your personal data; and disclose or transfer your personal data to other employees of Onside Appointments, prospective employers and other persons as may be reasonably necessary, and as otherwise required or permitted by law.
2. Onside Appointments will process data about you, such as your contact details and C.V. for the purposes of recruitment. This may also include sensitive personal data relating to you, including medical details, details of religious or philosophical beliefs, criminal offences or proceedings and details of race and ethnic origin.
3. Onside Appointments may disclose or transfer such personal data including sensitive data to other persons or prospective employers with your prior consent or if it is required or permitted by law to do so.
4. Onside Appointments may transfer and disclose personal data as set out above regardless of the country of residence of the prospective employer to whom the data is to be transferred. Countries outside the European Economic Area may not have equivalent regulations regarding the processing of personal data, but where the disclosure or transfer is to a prospective employer resident outside the European Economic Area, Onside Appointments will seek your prior authorisation and will take reasonable steps to ensure that your rights and freedoms in relation to the processing of the relevant personal data are adequately protected.
5. Onside Appointments may hold your records for as long as is necessary for legal purposes and for future consideration in the event of a further vacancy. We may let you know of employment vacancies during this time that we think may be of interest to you. This will only come from us and only if you have not indicated to us that you object to this.
6. Onside Appointments regularly reviews personal data it processes to ensure that it is up to date, accurate and not held for longer than necessary for our internal processes or as otherwise required by law. Your co-operation in helping us to keep your data accurate by informing us of any change of address is an important aspect of this.
7. Onside Appointments places great importance on the security of personally identifiable information associated with candidates and takes all reasonable precautions in relation to the security of your personal data so as to prevent unauthorised access to it both from within and outside it.
8. If you make a written request to the Data Protection Manager, you are entitled to receive a copy of your personal data held by Onside Appointments. The processing of requests may be subject to a reasonable administrative fee and such requests may be made at reasonable intervals.

**Please email any questions, concerns or comments you have to your consultant or write to:**

Data Protection Manager  
Onside Appointments  
2 Jardine House  
The Harrovian Business Village  
Bessborough Road  
Harrow HA1 3EX  
England