



1. Categories of Individuals

Data is held on the following categories of individuals:

- Employees of Emerald Technology Recruitment Ltd;
- Employees of our Clients;
- Current and Prospective Candidates.

2. Categories of Information

We collect, store and use the following categories of personal data:

Employees of Emerald Technology Recruitment Ltd:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Gender.
- Marital status and dependants.
- Next of kin and emergency contact information.
- National Insurance number.
- Bank account details, payroll records and tax status information.
- Salary, annual leave, pension and benefits information.
- Start date.
- Location of employment or workplace.
- Copy of driving licence and/or passport.
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- Performance information.
- Disciplinary and grievance information.
- CCTV footage and other information obtained through electronic means such as swipe card records.
- Information about use of our information and communications systems.
- Photographs.
- Information about health, including any medical condition, health and sickness records [sensitive personal data].
- Information about criminal convictions and offences [sensitive personal data].

Employees of our Clients:

- Personal contact details such as name, title, addresses, telephone numbers, and work and/or personal email addresses.
- Gender.
- Location of employment or workplace.
- Previous employment history, education history and skills.
- Photographs.

Current and Prospective Candidates:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Gender.
- Nationality.
- Marital status and dependants.
- Salary, annual leave, pension and benefits information.
- Start date.
- Location of employment or workplace.
- Copy of driving licence and/or passport.
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- Education history and skills.
- Performance information.
- Photographs.

3. Purpose of Processing Data

Emerald Technology Recruitment Ltd collects, stores and processes personal data for the purposes of carrying out Recruitment and Executive Search activities. We require this personal information to support our professional services.

The personal information is used in the following ways:

• Completing Requests

We may use personal information to respond to enquiries and action requests. When an individual contacts us, we may keep a record of their contact information and correspondence, and we may use any information they provide in their message to respond to the enquiry.

• Business Purposes

We may use personal information for our business purposes, such as audits, internal communication regarding candidates and clients, determining the effectiveness of our promotional activities, administering our products and

services, maintaining and securing our infrastructure, and for procurement and financial transactions.

- **Administrative information**

We may, from time to time, use personal information to send out important information regarding changes to our terms, conditions, policies, and/or other administrative information. We may also contact individuals from time to time to verify that the personal information we have is accurate and current.

- **Additional Activities for Executive Search and Recruitment Services**

In the course of our Executive Search and Recruitment services, we use personal information that we have collected concerning candidates to identify professional opportunities that we think may be of interest. We may contact potential candidates from time to time regarding such opportunities. We also may contact individuals from time to time to solicit names of, or other personal information regarding, potential candidates in connection with a search that we are conducting and for purposes of market intelligence. We may further use personal information that we collect for purposes of aggregating diversity statistics and other statistical information regarding our candidates and placement activities.

We also collect, store and process data for legitimate interest purposes, including:

- **Commercial Interests**

In order for us to provide our clients and candidates with the best possible service, we require access to personal data. This is so that we are able to contact candidates with suitable roles that may align to their background, and likewise approach clients whom we may be able to help with fulfilling placements.

- **Personal Interests**

By having information stored in our database, we are able to approach individuals with any opportunities that may fit their background and/or skills.