

MWM Consulting's Privacy Notice

MWM Boardroom Consulting LLP (“**We**”) are committed to protecting and respecting your privacy. You may be a data subject, such as a candidate, who we may provide services to.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 and any successor statute and the General Data Protection Regulation 2016/679 (the “**GDPR**”), the data controller is MWM Boardroom Consulting LLP of 12 Charles II Street, London, SW1Y 4QU.

Our nominated representative, the Data Protection Officer, for the purpose of the GDPR is Richard Phillips

Information you give us

This is information about you that you give us by accessing <http://www.mwmconsulting.com/> (“**our site**”) or by corresponding with us by phone, e-mail or otherwise. It includes information you provide when you register to use our site.

The information may include your name, address, e-mail address and phone number, financial and credit card information, personal description and photograph, passport and other identification copies, website address and other information publically freely available online or otherwise collected by our researchers, certain sensitive data given by you at interview including information about family status and relocation preferences, nationality, your current salary, details about your education, training and development, your CV, references and your IP address information obtained via our site.

Information we collect about you. With regard to each of your visits to our site we will automatically collect any the following information:

- technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page, and any phone number used to call our customer service number.

We do not process this information, although we may use third party services such as Google Analytics in the future.

Information we receive from other sources

This is information we receive about you if you use any of the other websites we operate or the other services we provide. In this case we will have informed you when we collected that data if we intend to share those data internally and combine it with data collected on this site. The purposes we use your data for are referred to above. We are working closely with third parties (including, for example, clients, sub-contractors in technical, payment and delivery services, advertising networks, analytics providers and search information providers) and may use information from such third parties [in future] .

Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them see our Cookie policy - <http://www.mwmconsulting.com/cookies/>.

Information we collect from you

We will collect and process the following data about you as a candidate in the following ways:

Type of Data	Type of Data Subject	Type of Processing	Basis of Processing	Type of recipient to whom Personal Data is transferred other than Company Personnel
Names	Candidate	Obtaining, recording, holding, using, disclosing and transferring within the EEA	Legitimate Interest	Third party client, i.e. organisation where you may desire to be employed
Contact Details (email, phone, address)	Candidate	Obtaining, recording, holding, using, disclosing and transferring within the EEA	Legitimate Interest	Third party client, i.e. organisation where you may desire to be employed
Passport copies	Candidate	Obtaining, recording, holding, using, disclosing and transferring within the EEA	Legitimate Interest	Booking agency where travel is arranged for you
Website address and other information freely available online	Candidate	Obtaining, recording, holding, using, disclosing and transferring within the EEA	Legitimate Interest	Third party client, i.e. organisation where you may desire to be employed

Sensitive Data when offered by a candidate at interview including information about family status and relocation preferences	Candidate	Obtaining, recording, holding, using, disclosing and transferring within the EEA	Legitimate Interest	Third party client, i.e. organisation where you may desire to be employed
Nationality	Candidate	Obtaining, recording, holding, using, disclosing and transferring within the EEA	Legitimate Interest	Third party client, i.e. organisation where you may desire to be employed
Salary of candidates	Candidate	Obtaining, recording, holding, using, disclosing and transferring within the EEA	Legitimate Interest	Third party client, i.e. organisation where you may desire to be employed
Education, training and development information	Candidate	Obtaining, recording, holding, using, disclosing and transferring within the EEA	Legitimate Interest or where these records are checked, by Consent	Academic Institutions, Third party client, i.e. organisation where you may desire to be employed
Executive Candidate information	Candidate	Obtaining, recording, holding, using, disclosing and transferring outside EEA	By Consent	Third party client, i.e. organisation where Candidate may desire to be employed
CVs	Candidate	Obtaining, recording, holding, using, disclosing and transferring within the EEA	Legitimate Interest	Third party client, i.e. organisation where you may desire to be employed
References about candidates	Candidate	Obtaining, recording, holding, using, disclosing and transferring within the EEA	Legitimate Interest	Third party client, i.e. organisation where you may desire to be employed
Reports about candidates including client facing reports and partner appraisals	Candidate	Obtaining, recording, holding, using, disclosing and transferring within the EEA	Legitimate interest	Third party client, i.e. organisation where you may desire to be employed
Emails/Letters	Candidate	Obtaining, recording, holding, using, disclosing and transferring within the EEA	Legitimate Interest	Third party client, i.e. organisation where you may desire to be employed
IP address, cookies and other information obtained via the website	Anyone who visits the website	Obtaining and processing via a third party, Google Analytics	Legitimate Interest	Third party processor, Third party client, i.e. organisation where you may desire to be employed

Your rights

We will Process all Personal Data in line with your rights under the GDPR, in particular your right to:

- (a) Request access to your Personal Data (commonly known as a “data subject access request”). This enables you to receive a copy of the Personal Data we hold and to check that we are lawfully processing it.
- (b) Request correction of your Personal Data that we hold. This enables you to have any incomplete or inaccurate information we hold corrected.
- (c) Request erasure of your Personal Data. This enables you to ask us to delete or remove Personal Data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove Personal Data where you have exercised your right to object to processing (see below).
- (d) Object to processing of Personal Data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes them want to object to processing on this ground. You also have the right to object where we are processing your Personal Data for direct marketing purposes.
- (e) Request the restriction of processing of Personal Data. This enables you to ask us to suspend the processing of Personal Data, for example if you want us to establish its accuracy or the reason for processing it.
- (f) Request the transfer of Personal Data to another party.

We will only transfer your data outside the EEA if one of the following conditions applies:

- (g) the European Commission has issued a decision confirming that the country to which we transfer the data ensures an adequate level of protection for your rights and freedoms;
- (h) appropriate safeguards are in place such as binding corporate rules, standard contractual clauses approved by the European Commission, an approved code of conduct or a certification mechanism;
- (i) you have provided explicit consent to the proposed transfer after being informed of any potential risks; or
- (j) the transfer is necessary for one of the other reasons set out in the GDPR including the performance of a contract between us, reasons of public interest, to establish,

exercise or defend legal claims or to protect your vital interests where you are physically or legally incapable of giving consent and, in some limited cases, for our legitimate interest.

You can also exercise your rights over Personal Data held by us at any time by contacting us at richard.phillips@mwmconsulting.com

Changes to our privacy policy

Any changes we make to our privacy policy in the future will be posted on this page and maybe, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to Richard Phillips (see email link above).