

# C J Horgan & Co Ltd Privacy Policy

## March 2021

### **Our contact details**

Name: Claudine Horgan  
Address: 100 Pall Mall  
Phone Number: 020 7460 0464 / 07796 260760  
E-mail: Claudine@cjhorgan.com

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, address and contact details)
- CVs, employment history, references

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- We require this information in order for us to be able to assess suitability for specific or relevant opportunities.

### **Candidates**

We use the information that you have given us in order to help us carry out our usual course of business for one or more of of CJH's confidential executive searches.

We may share this information with other clients, but only after having sought your prior approval.

### **Clients**

We use your data to provide the services to your organisation, to manage our relationship and account with you and your organisation.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

### **Your consent:**

You are able to remove your consent at any time. You can do this by contacting claudine@cjhorgan.com

### **How we store your personal information**

Your information is securely stored in a secure, proprietary and highly confidential database accessible only by CJ Horgan & Co Ltd employees. We use appropriate technical and organisational measures and safeguards to help protect your personal data from unauthorised access, misuse, alteration or loss.

We use our best efforts to ensure that data is accurate, complete, current and reliable for its intended use.

We only retain your information for as long as is necessary for us to use your information as described above or to comply with our legal obligations, but may retain some/all of your information if you feel it may be necessary or helpful for future assignments.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at: [claudine@cjhorgan.com](mailto:claudine@cjhorgan.com) or 020 7460-0464 / 07796 260760 if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at: [claudine@cjhorgan.com](mailto:claudine@cjhorgan.com), 100 Pall Mall, London SW1Y 5NQ, Tel: 020 7460 0464 / 07796 260760

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>