



# TARDIS GROUP

## May 2018 Privacy Policy

### About us?

Tardis Group is an executive search firm established in 1989, headquartered in Sydney and additional offices in London, Tokyo, Hong Kong, Perth and New York.

### What information do we collect?

As an executive search firm, we collect information necessary to qualify candidates to relevant job opportunities.

This information can include CV's, name, identification documents, telephone number, email address, educational records, work history, references and may include, without limitation, age, nationality, ethnicity, gender and compensation history. We only collect personal data from you, and further process this data, where you have given your consent.

The above information may be collected through discussions with you and from information you have shared with us e.g. emailing your CV.

We may also gather information through publicly available sources:

- LinkedIn, Bloomberg Terminal, Company Websites
- By reference or word of mouth
- Entering information on our website

All personal data is:

- Processed lawfully
- Stored in a secure environment, in our database
- Kept accurate and up to date
- Collected and stored for explicit and legitimate business purposes
- Limited to what is necessary

### How long do we keep your personal data for?

We will not retain your data for an unreasonable amount of time. For legitimate business purposes, we retain data in line with our business needs.

We will continually review data and keep in contact with you from time to time, to ensure accurate and up to date information is retained. You can at any point request to update your data as well as request deletion of your data, which will be actioned within 30 days. Should you wish to delete your data, please email [dataprotection@tardis-group.com](mailto:dataprotection@tardis-group.com) with a written request.

### Why is your information being collected?

We collect information necessary to identify available and relevant opportunities and any additional information needed to assess your eligibility through the different stages of the recruitment process.

### Who do we share your personal data with?

We communicate your personal data to clients who wish to hire for a position that may be relevant to you. We may also use this information to inform you of suitable opportunities and key trends in the marketplace that can increase your awareness about your industry.

We will only share information in accordance with this privacy policy.



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## **What rights do you have in relation to the data we hold on you?**

By law, you have rights when it comes to protecting your personal data. Further information and advice about your rights can be obtained from the data protection regulator in your country.

- The right to be informed: You have the right to be provided with transparent, coherent information about how we use your data and your rights in relation to the use of your data.
- The right of access: You have the right to obtain access of your information (if we chose to process it).
- The right to rectification: You are entitled to have your information corrected if inaccurate or incomplete.
- The right to erasure: You have the right to request the deletion or removal of your information.
- The right to object to processing: You have the right to object to certain types of processing, i.e. you may notify us if you no longer wish to be contacted about an opportunity.
- The right to lodge a complaint: You have the right to lodge a complaint with your national data protection regulator about the way we handle your data.
- The right to withdraw consent: If you have given your consent to anything we do with your personal data, you have the right to withdraw your consent at any time.

## **Updates**

We keep this policy under review and may update it from time to time.

## **How we will contact you?**

We may contact you by telephone, email or social media. Should you have a preference please inform us.

## **How you can contact us?**

Should you wish to contact us in relation to the above policy, you can do so by email [dataprotection@tardis-group.com](mailto:dataprotection@tardis-group.com) We will reply to any requests within 30 days.

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