



## Data Protection and Privacy Policy

Haupt Recruitment UK Ltd will use our best efforts to ensure that the information you submit to us remains private, and is only used for the purposes set out in this policy.

### Curriculum vitae ("CV")

You can send us your CV (either electronically or in the mail). You can do this either to apply for a specific advertised job or for consideration by our recruitment consultants for positions as they come up. Your CV will only be accessible by Haupt Recruitment UK recruitment consultants, working both inside and outside the European Economic Area. Our recruitment consultants will review your details and enter them onto our central in-house database. This database, including the information relating to you, can be accessed by any of our recruitment consultants working for our office both inside and outside the European Economic Area.

You have the right at any time to ask us for a copy of the information supplied by you that we hold. We have the right to charge a small fee for this service. If you would like to make a request for information, please contact [admin@hauptrecruitment.co.uk](mailto:admin@hauptrecruitment.co.uk). You also have the right to ask Haupt Recruitment UK to stop using your information.

Your CV will be sent to prospective employers but only where you give your consent. Such employers may be located both inside and outside the European Economic Area.

### The Information We Collect and How We Use It

Your personal details, including your name, e-mail address and CV, are held and used by us for the following purposes:

- For matching your coded details with job vacancies, to assist us in finding you the position that most suits you;
- For keeping you informed of Haupt Recruitment UK services, news and wider developments in your chosen field;
- For compiling salary and other surveys of our candidates.

It is possible that Haupt Recruitment UK could merge or be acquired by another business. If this happens, we may share the information that relates to you with the new owners of the business and their advisers. You will be sent notice of such an event. Other than in these circumstances, we do not and will not disclose your information to third parties without your consent.



We may also release information relating to you to regulatory or law enforcement authorities, if required to do so. We also reserve the right to disclose the information we have collected about you to our professional advisors and to other persons to the extent that Haupt Recruitment UK contracts out any aspect of the operation of its recruitment agency/ employment business services. These third parties will be acting under similar undertakings of confidentiality as Haupt Recruitment UK.

### **The Data Protection Act 1998**

The information that you give us, including your CV and e-mail address, is termed "personal data" under the Data Protection Act 1998. We must therefore follow the principles set out in that Act when we process your personal data. All the personal data that we obtain from you is held on our in-house database. Please note that clicking on to links and banner advertisements may result in your transferral to another website, where data privacy practices may be different to that of Haupt Recruitment UK. Visitors should consult the other websites' privacy policies as we are not responsible for, and have no control over, information that is submitted to or collected by these third parties.

### Changes to our Privacy Policy

This privacy policy may be changed by Haupt Recruitment UK at any time. If we change our privacy policy in the future, we will set out those changes here, so that you will always know what personal information we gather, the purposes we might use it for and to whom we might disclose it. If, at any time, you have questions or concerns about Haupt Recruitment UK's online privacy commitment, please feel free to e-mail us at [info@hauptrecruitment.co.uk](mailto:info@hauptrecruitment.co.uk) or call our office to speak to one of our representatives.