



ANNEX B – GLOSSARY

GLOSSARY

- **Candidates** – includes applicants for all roles advertised or promoted by Alpha Carnegie, including permanent, part-time and temporary positions and freelance roles with Alpha Carnegie's Clients; as well as people who have supplied a speculative CV to Alpha Carnegie not in relation to a speciGc job. Individual contractors, freelance workers and employees of suppliers or other third parties put forward for roles with Alpha Carnegie, Clients as part of an MSP oVering or otherwise will be treated as candidates for the purposes of this Privacy Notice.
- **Clients** - while it speaks for itself, this category covers our customers, clients, and others to whom Alpha Carnegie provides services in the course of its business.
- **Delete** – while we will endeavour to permanently erase your personal data once it reaches the end of its retention period or where we receive a valid request from you to do so, some of your data may still exist within our systems, for example if it is waiting to be overwritten. For our purposes, this data has been put beyond use, meaning that, while it still exists on an archive system, this cannot be readily accessed by any of our operational systems, processes or Staff.
- **General Data Protection Regulation (GDPR)** – a European Union statutory instrument which aims to harmonise European data protection laws. It has an e ective date of 25 May 2018, and any references to it should be construed accordingly to include any national legislation implementing it.
- **Managed Service Provider (MSP)** programmes – Client's outsourcing of the management of external staff (including freelance workers, independent contractors and temporary employees) to an external recruitment provider.
- Other people whom Alpha Carnegie may contact – these may include Candidates' emergency contacts and referees. We will only contact them in appropriate circumstances.
- **Recruitment Process Outsourcing (RPO)** services – full or partial outsourcing of the recruitment process for permanent employees to a recruitment provider.
- **Staff** – includes employees and interns engaged directly in the business of Alpha Carnegie (or who have accepted an offer to be engaged) as well as certain other workers engaged in the business of providing services to Alpha Carnegie (even though they are not classed as employees).



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For these purposes we also include employees of Alpha Carnegie who are engaged to work on Clients' premises under the terms of RPO or MSP agreements. To be clear, 'Staff' does not include individuals hired by Alpha Carnegie for the purpose of being placed with Clients outside of an RPO/MSP arrangement. These individuals are treated in the same way as Alpha Carnegie Candidates and are covered by this Privacy Notice. Likewise, independent contractors and consultants performing services for Alpha Carnegie fall within the definition of a 'Supplier' for the purposes of this Privacy Notice.

- **Suppliers** – refers to partnerships and companies (including sole traders), and atypical workers such as independent contractors and freelance workers, who provide services to Alpha Carnegie. In certain circumstances Alpha Carnegie will sub-contract the services it provides to Clients to third party suppliers who perform services on Alpha Carnegie' behalf. In this context, suppliers that are individual contractors, freelance workers, or employees of suppliers will be treated as Candidates for data protection purposes. Please note that in this context, Alpha Carnegie requires Suppliers to communicate the relevant parts of this Privacy Notice (namely the sections directed at Candidates) to their employees.
- **Website Users** - any individual who accesses any Alpha Carnegie website.