



## HOW DO WE COLLECT YOUR PERSONAL DATA?

### **CANDIDATE DATA**

We collect Candidate personal data in three primary ways:

1. Personal data that you, the Candidate, give to us;
2. Personal data that we receive from other sources; and
3. Personal data that we collect automatically.

#### **Personal data you give to us**

Alpha Carnegie needs to know certain information about you in order to provide a tailored service. This will enable us to provide you with the best opportunities and should save you time in not having to trawl through information about jobs and services that are not relevant to you.

There are numerous ways you can share your information with us. It all depends on what suits you. These may include:

1. Entering your details on the Alpha Carnegie website, whether generally or in response to a specific job advert;
2. Emailing your CV to an Alpha Carnegie Consultant or being interviewed by them;
3. Applying for jobs through a job aggregator or job board, which then redirects you to the Alpha Carnegie website or one of our authorised service providers;

#### **Personal data we receive from other sources**

We also receive personal data about Candidates from other sources. Depending on the relevant circumstances, these may include personal data received in the following situations:

1. Your referees may disclose personal information about you;
2. Our Clients may share personal information about you with us;
3. We may obtain information about you from searching for potential Candidates from third party sources, such as LinkedIn and other job sites;
4. If you 'like' our page on Facebook or 'follow' us on Twitter we may receive your personal information from those sites; and
5. If you were referred to us through an RPO or an MSP supplier, they may share personal information about you with us.

#### **Personal data we collect automatically**

To the extent that you access our website or read or click on an email from us, where appropriate we may also collect your data automatically or through you providing it to us.



## **CLIENT DATA**

We collect Client personal data in three ways:

1. Personal data that we receive directly from you;
2. Personal data that we receive from other sources; and
3. Personal data that we collect automatically.

### **Personal data that we receive directly from you**

We both share the same goal – to make sure that you have the best staff for your organisation. We will receive data directly from you in two ways:

1. Where you contact us proactively, usually by phone or email; and/or
2. Where we contact you, either by phone or email, or through our Consultants' business development activities more generally.

### **Personal data we receive from other sources**

Where appropriate and in accordance with any local laws and requirements, we may seek more information about you or your colleagues from other sources generally by way of due diligence or other market intelligence including:

1. From third party market research and by analysing online and offline media (which we may do ourselves, or employ other organisations to do for us);
2. From other limited sources and third parties (for example from our Candidates to the extent that they provide us with your details to act as a referee for them).

### **Personal data we collect via our website**

To the extent that you access our website or read or click on an email from us, where appropriate, we may also collect your data automatically or through you providing it to us.

## **WEBSITE USERS**

When you visit our website there is certain information that we may automatically collect, whether or not you decide to use our services. This includes your IP address, the date and the times and frequency with which you access the website and the way you browse its content. We will also collect data from you when you contact us via the website, for example by using the online Request for Information form.

We collect your data automatically via cookies, in line with cookie settings in your browser. If you are also a Candidate or Client of Alpha Carnegie, we may use data from your use of our websites to enhance other aspects of our communications with or service to you.