

Individual	Personal Data	Source and Purpose	Lawful Basis for Processing
Candidates	CVs, identification documents, citizenship, educational records, relocation interests, work history, employment record and references, correspondence and other personal data provided by you as part of the recruitment or engagement process. We rarely process special category data relating to racial and/or ethnic origin, political and/or religious beliefs, membership of trade unions, physical and mental health, sexual orientation, and criminal records.	We mainly collect this information directly from you during the recruitment, engagement, and onboarding stages. Sometimes we collect information from third parties such as a third-party recommendation, previous employer or a person giving a reference. We do use some publicly available sources to find information about potential candidates, specifically LinkedIn, Zoominfo and company websites.	The processing is necessary for our legitimate interests of assessing suitability for potential roles, to find potential candidates. If you choose to give us special category data (listed in the second column), we obtain your express consent to process that.
References/ referees	Contact details, working relationship and correspondence.	Reference contact details may be given to us by candidates as part of a recruitment process. Other personal data about referees is given to us by you directly.	Our legitimate interests as a business in obtaining references on candidates.
Individuals who contact us with general queries	Contact details and career experience provided and correspondence.	This information is given to us by you. It is used to respond to the query and keep a record of it for future consideration.	Our legitimate interests as a business in responding to and keeping a record of correspondence.
Clients and potential clients	Contact details provided, organization structures, job descriptions and correspondence as well as Contracts and invoices.	This information is given to us by you or from publicly available information (for example on your website). It is used for us to fulfill contracts and engage in business discussions.	Our legitimate interests as a business in responding to and keeping a record of correspondence. Almost all information is necessary for us to perform our contract – for example certain contact details, job requirements and org structures.
Coaching clients (i.e. where you are a client or placed candidate of ours we are providing coaching services to)	Contact details, correspondence, assessments, information provided, analysis and recommendations and opinions. Special category information such as health, disability or ethnicity or racial information is only processed if provided by you.	This information is given to us by you. Occasionally we undertake feedback sessions as part of coaching which may involve the provision of information about you from other people known to or nominated by you. We use the information to provide our coaching services to you.	Our legitimate interests as a business in providing coaching services. Some information may also be necessary specifically for us to perform the contract. We only process special category data with your express consent.
Suppliers and contractors	Contact details and provided correspondence.	This information is given to us by you or from publicly available information (for example on your website). It is used for us to fulfill contracts and engage in business discussions.	Our legitimate interests as a business in responding to and keeping a record of correspondence. Some information is also necessary for us to perform our contract – for example certain contact details.
Website visitors	Information from cookies.	For more information about cookies, and how to disable cookies, visit http://www.allaboutcookies.org .	We only install non-essential cookies with your consent.