



SARTRE GROUP

SARTRE GROUP'S GDPR POLICY & DATA PROCESSING AGREEMENT

GDPR DEMYSTIFIED

What does GDPR mean?

- GDPR stands for General Data Protection Regulation.

What's the purpose of GDPR?

- GDPR is the latest legislation to protect individuals and their data. It's replacing the Data Protection Act of 1998 to compensate for the new, previously unanticipated ways data can be used by businesses. Its main aim is to provide people who reside in the EU to have more control over companies and what they can do with their data.

Who has to comply with GDPR?

- GDPR affects all businesses with offices in the EU and any companies processing the data of European residents irrespective of where they are in the world.

Statement of Intent

1. Sartre Group is committed to ensuring we protect all data that we hold securely on our CRM database and email server of all candidates and clients. Please see below an overview of your rights under GDPR along with steps Sartre Group are taking to ensure that we are meeting the requirements of these regulations.
2. We will always process your personal data in accordance with the provisions of GDPR and subject to your consent.
3. We will only process the minimum personal data necessary to conduct our recruitment activities. Typically, this will include your name, address, email address, date of birth and phone number, together with details of current and previous employment.

Individual's rights explained

4. The GDPR sets out the following 7 rights applicable to all data subjects. Please see below a breakdown based on the definitions set out by the ICO (Information Commissioner's Office) and what Sartre Group is doing to adhere to these:

(a) The right to be informed

This is the right to transparency. It is the responsibility of Sartre Group to communicate what data we are collecting, storing and processing and how we intend to use it.

The personal data Sartre Group will process in relation to you will be limited to your CV (either obtained from a job board or one that you have sent directly to one of our Consultants via their secure e-mail address), your name, address, date of birth, phone number and email address. We will only ever send this information to a client, once you have been briefed on the

opportunity and have confirmed in writing that you are happy for your information to be forwarded. This process will be repeated should there be any other suitable opportunities and at no time will it be passed on to any other third parties without your knowledge and consent. Additional recipients of your personal data will include our email provider, cloud storage provider and client recruitment platforms.

(b) The right to access

Sartre Group will always inform the individual/candidate/client that their data is being processed as per the above and at all times are able to gain access to their data (e.g. CV).

(c) The right to rectification

Please inform Sartre Group if any of your personal data held is inaccurate or incomplete. We will be sure to rectify, without undue delay, so that the personal data we hold in relation to you is always accurate.

(d) The right to erasure

This right is also known as the 'right to be forgotten'. As part of GDPR, an individual has the right to request deletion of any and all information held in relation to them. Sartre Group will immediately adhere to this request, without undue delay.

(e) The right to restrict processing

This right requires Sartre Group to halt the processing of your personal data. If you believe that previous personal data given is incorrect, please be sure to get in touch with the Consultant you have been dealing with and they will rectify this immediately. While you have restricted processing, we will only store your personal data in question and will only process it with your consent (or for legal purposes).

(f) The right to data portability

This right allows individuals to obtain and reuse their personal data. Should a candidate or other individual invoke this right, Sartre Group will provide the details they have on file in a common readable form (CSV/PDF/Word doc).

(g) The right to object

This right allows individuals to object to use their data for direct marketing. Here at Sartre Group, we will never use your information for any form of third party marketing without your direct written consent.

Contacting us

We value your opinions. If you have comments or questions about our Privacy Policy – as well as if you have any requests or questions regarding our processing of your personal data, please contact the below and we will be sure to respond in a timely fashion:

Email the Data Protection Officer (DPO): administrator@sartregroup.com .