

Privacy Policy

Who is ABA Executive?

ABA Executive Ltd, registered at Montague House, 4 St. Marys Street, Ross-On-Wye, Herefordshire, HR9 5HT, UK.
Company no.: 11227224.

ABA Executive provides a portfolio of professional, innovative and comprehensive recruitment and research services to hiring organisations and recruitment consultancies both in the UK and internationally.

What does this policy cover?

ABA Executive takes your personal data seriously. This policy:

- Sets out the types of personal data that the business collects about you
- Explains how and why ABA Executive collects and uses your personal data
- Explains how long ABA Executive keeps your personal data
- Explains when, why and with who the business will share your personal data
- Sets out the legal basis the business has for using your personal data
- Explains the effect of refusing to provide the personal data requested
- Explains the different rights and choices you have when it comes to your personal data
- Explains how the business may contact you and how you can contact ABA Executive

What personal data does ABA Executive collect about you?

ABA Executive collects the information necessary to be able to assess your eligibility and suitability for available and potential opportunities with hiring organisations. This includes contact details and that related to work history, employment and education (i.e. the content of CVs).

ABA Executive may also collect sensitive personal data about you, which may (for example) take the form of biometrics and information related to race, ethnic origin, religion, trade union membership and health. However, the business will only collect sensitive personal data from you, and further process it, where you have given your explicit consent.

From where does ABA Executive collect personal data about you?

The following are the different sources through and from which ABA Executive may collect personal data about you:

- **Directly from you.** This is information you provide while searching for a new opportunity and/or during the different stages of the recruitment process.
- **From an agent or third party acting on your behalf,** such as associates or contractors acting as a limited company.
- **Through publicly available sources,** such as LinkedIn, job boards and other websites.
- **By reference or word of mouth.** For example, you may be recommended by a friend or a former colleague.

After your personal data has been collected, it will be stored securely within ABA Executive's systems and retained in line with the business' retention policy.

How does ABA Executive use your personal data?

ABA Executive uses your personal data to assess your eligibility and suitability for available and potential opportunities with hiring organisations.

How long does ABA Executive keep your personal data?

ABA Executive keeps your information in accordance with the following:

- Candidate data: 2 year
- Placed candidates: 2 Years
- Client contact details: 2 Years

Details of ABA Executive's retention policy can be provided on request.

With whom does ABA Executive share your personal data?

ABA Executive shares your personal data with the client that has initiated a particular recruitment project. Initially, just basic information on you such as that related to your current role and experience may be shared but, if you are chosen to progress to the following stages of the recruitment project, further personal data that is collected from you (such as at interview or equivalent) will be shared.

What legal basis does ABA Executive have for using your information?

For prospective candidates, interim managers, referees and clients, ABA Executive's processing is necessary for its legitimate interests in that the business needs the information in order to be able to assess individuals' suitability for potential roles, to find potential candidates and to contact clients and referees.

If you are shortlisted as a candidate, then this may involve the processing of more detailed personal data including sensitive data that you or others provide about you. In that case, ABA Executive will always ask for your consent before undertaking such processing.

For clients, ABA Executive may also rely on its processing being necessary to perform a contract for you, for example by contacting you.

What happens if you do not provide ABA Executive with the information requested or ask that ABA Executive stops processing your information?

If you do not provide the personal data necessary, or withdraw your consent for the processing of your personal data, ABA Executive may not be able to match you with available job opportunities.

Does ABA Executive make automated decisions concerning you?

No, ABA Executive does not carry out automated profiling.

Does ABA Executive use cookies to collect your personal data?

No, ABA Executive does not use cookies to collect your personal data. Please see ABA Executive's Cookie Policy [here](#) for more details.

Does ABA Executive transfer your data outside the EEA?

To better match your employee profile with current opportunities, ABA Executive may transfer your personal data to clients and partners in countries outside the EEA. The privacy laws in these countries may be different from those in your home country. Where ABA Executive transfers data to a country which has not been deemed to provide adequate data protection standards, the business has security measures in place to protect your personal data. To find out more about how your information is safeguarded as relates to transfers, please contact info@abaexecutive.com.

What rights do you have in relation to the data ABA Executive holds on you?

By law, you have a number of rights when it comes to your personal data. Further information and advice about your rights can be obtained from the data protection regulator in your country.

- 1. The right to be informed:** You have the right to be provided with clear, transparent and easily understandable information about your rights and how ABA Executive uses your information. This is why ABA Executive is providing you with the information in this Policy.
- 2. The right of access:** You have the right to obtain access to your information (if ABA Executive is processing it) and certain other information (similar to that provided in this Privacy Policy). This is so you're aware and can check that we're using your information in accordance with data protection law.
- 3. The right to rectification:** You are entitled to have your information corrected if it's inaccurate or incomplete.
- 4. The right to erasure:** Also known as "the right to be forgotten", in simple terms this enables you to request the deletion or removal of your information where there's no compelling reason for ABA Executive to keep using it. This is not a general right to erasure – there are exceptions.
- 5. The right to restrict processing:** You have rights to "block" or suppress further use of your information. When processing is restricted, ABA Executive can still store your information but may not use it further. ABA Executive keeps lists of people who have asked for further use of their information to be "blocked" to make sure the restriction is respected in future.
- 6. The right to data portability:** You have rights to obtain and reuse your personal data for your own purposes across different services. For example, if you decide to switch to a new provider, this enables you to move, copy or transfer your information easily between ABA Executive's IT systems and those of the new provider safely and securely without affecting its usability.
- 7. The right to object to processing:** You have the right to object to certain types of processing, including processing for direct marketing (i.e. if you no longer want to be contacted with potential opportunities).
- 8. The right to lodge a complaint:** You have the right to lodge a complaint about the way ABA Executive handles or processes your personal data with your national data protection regulator.
- 9. The right to withdraw consent:** If you have given your consent to anything ABA Executive does with your personal data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything ABA Executive has done with your personal data with your consent up to that point is unlawful). This includes your right to withdraw consent to ABA Executive using your personal data for marketing purposes.

ABA Executive usually acts on requests and provides information free of charge, but may charge a reasonable fee to cover the administrative costs associated with providing the information for:

- Baseless or excessive/repeated requests, or
- Further copies of the same information

Alternatively, ABA Executive may be entitled to refuse to act on the request.

Please consider your request responsibly before submitting it. You will receive a response as soon possible – generally, this will be within one month from when your request is received but, if the request is going to take longer to deal with, you will be informed.

How will ABA Executive contact you?

ABA Executive may contact you by telephone, email or social media. If you prefer a particular contact means over another, please say so.

How can you contact ABA Executive?

If you are unhappy with how ABA Executive has handled your information or if you have further questions on the processing of your personal data, please contact ABA Executive at info@abaexecutive.com.

Should you have any questions or concerns regarding this policy, please contact:

info@abaexecutive.com



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Independent Research for Executive Search