



**EXECUTIVE  
SEARCH**

## **Privacy Policy**

At H&P Executive Search, we are committed to protecting your privacy and safeguarding your personal data. This privacy policy explains how we collect, store, and use your personal information when you engage with us through our services, including speaking to our team, visiting our website, using our chatbot, downloading content, and subscribing to our newsletters. Please read this carefully to understand our practices.

This policy may be updated periodically, and the latest version will always be available on our website. It is important that the personal data we hold about you is accurate and up-to-date. Please inform us of any changes during your engagement with us. You can find the contact information at the end of this policy.

### **Who we are**

H&P Executive Search, (“We,” “Us,” or “Our”) is a leading executive search firm, providing recruitment and consultative services to candidates and clients. We are headquartered at 120 Aldersgate Street, London, EC1A 4JQ. This privacy policy applies to all personal data collected by us regardless of where you interact with us.

### **What we do**

We offer a range of recruitment and consultancy services, creating genuine and impactful partnerships between companies and leading talent. We cover a number of different market areas within the financial, legal and technology area.

In order for us to successfully provide our services, we collect personal data from:

- Prospective and placed candidates,
- Current and prospective client contacts,
- Supplier contacts involved in supporting our services, and
- Employees, and consultants.

### **Data we collect**

We collect different types of personal data depending on how you interact with us. We will always aim to collect only the minimum data we need to allow us to perform our role, but there will be instances where in order to provide the best service, we may need additional information. The below lists outline some of the key information we may collect about you at any point during our relationship with you. This covers a range of instances, and not all will be relevant or applicable for you. The list below is not exhaustive as at times niche information may be required in order for us to make a connection between a candidate and a client.

Data we may collect include:



1. **Personal information:**
  - Name, address, email, phone number,
  - Date of birth and gender,
  - Financial details such as bank account and payroll information
  - CVs, employment history, skills, qualifications, and references,
  - Identification documents to confirm your right to work.
2. **Special category data:**
  - Where necessary, and with your explicit consent, we may collect information regarding your ethnicity, health, or criminal background checks to meet legal or contractual obligations.
3. **Technical and usage data:**
  - When you visit our website, we may collect technical data such as your IP address, browser type, and browsing patterns through cookies and tracking technologies.
  - Information gathered from chatbot interactions, such as inquiries made and personal details shared through the chatbot.
4. **Marketing data:**
  - Information gathered through subscription forms when you sign up for newsletters, request marketing content, or download resources from our website.
  - Information from cookies to track your interactions with our website to improve our marketing efforts.

## How we collect your data

We collect data through the following methods:

1. **Direct interactions:**

You may provide your personal data by:

  - Speaking directly to our team and sharing information with them,
  - Filling in forms on our website or via email,
  - Using our chatbot for inquiries or assistance,
  - Registering for newsletters or downloading marketing content,
  - Submitting a CV or job application,
  - Requesting services or attending events.
2. **Automated interactions:**
  - As you interact with our website, we may automatically collect technical information such as browsing behavior and device details through cookies and other tracking technologies.
3. **Third-Party sources:**
  - We may also collect data from publicly available sources such as LinkedIn, job boards, CV libraries, business cards, and referrals.
  - Any information published or made available on any public page, news media or third parties who hold and can share your data.

## How we use your data



collect for the following purposes:

**1. Recruitment and consultancy services:**

- Assess your suitability for roles and present your details to clients (with your consent),
- Communicate directly with you to provide our services, (for clients and candidates),
- Facilitate communications between you and potential employers,
- Manage payroll and financial records
- Throughout your interaction with us, we may record certain calls, which will be used for monitoring quality and training purposes, these calls will only be available to our internal team.

**2. Marketing and communications:**

- Where we have previously worked with you or believe it is in your interest, we may send you marketing communications related to our services, industry insights, events, or other opportunities.
- We will send marketing content such as newsletters or event invitations where you have subscribed, requested information, downloaded resources or where you believe it is in your interest to receive this information based on your previous dealings with us.
- You will always have the right to unsubscribe from these communications at any time by clicking on the “unsubscribe” link in the email or contacting us directly.

**3. Website and chatbot interactions:**

- To personalize your experience on our website and improve the services we provide through tracking your activity on the site,
- To enhance and troubleshoot our chatbot functionalities to provide a more tailored experience for you.

**4. Legal obligations:**

- Compliance with applicable laws, including right to work checks, tax reporting, and other statutory requirements.

**5. Performance of contracts:**

- Managing our contractual obligations to clients, candidates, suppliers, and other third parties involved in service delivery.

**6. Internal operations:**

- Administrative functions such as data analytics, service improvements, and security purposes.

**Legal basis for processing**

We will process your personal data under the following legal bases:

- **Legitimate interests:** To conduct recruitment services, provide consultancy, and deliver marketing communications in ways that we believe will benefit you based on our relationship.



- **Contractual obligations:** Where the processing is necessary to fulfill a contract with you (e.g., placing you in a role or providing consultancy services).

- **Legal compliance:** To fulfill our legal obligations (e.g., right to work checks, tax requirements).
- **Consent:** For certain marketing communications or collecting special category data, we will request your explicit consent.

## Sharing your data

We may share your personal data with the following:

- **Clients:** Where we are presenting you for a job role or consultancy opportunity.
- **Candidates:** Where we are sharing client information to candidates for the purposes of facilitating an effective recruitment process.
- **Service providers:** External partners providing IT services, payroll processing, and data analytics, all under strict data protection agreements.
- **Marketing and event partners:** To co-host events or manage marketing campaigns.
- **Group companies:** Other entities within our group, if required for the performance of services.
- **Legal and compliance:** Where required by law or necessary for the establishment, exercise, or defence of legal claims.

Due to the nature of our work, we work with candidates and clients in many jurisdictions, therefore in some cases, your data may be transferred internationally. We will ensure that appropriate safeguards are in place, such as Standard Contractual Clauses (SCCs) or similar measures.

## Storing your data

We take the security of your personal data very seriously and employ appropriate safeguards to protect it. Information can be provided to us in various forms, and we make every effort to store this data primarily in our secure CRM system, which is protected by robust security measures. These measures are designed to prevent unauthorized access, misuse, or loss of your information.

However, while we strive to secure your data, please be aware that transmitting information over the internet is not entirely risk-free, and we cannot guarantee the complete security of data sent to our website. Any transmission of your personal data is at your own risk. Once we receive your information, we will implement strict procedures and security features to mitigate any potential risks and safeguard your data.

If you suspect any unauthorized access, misuse, or loss of your personal information, please contact us immediately using the details provided below so we can take the appropriate steps to address the issue.

Due to the nature of our recruitment and consultancy services, we may need to retain your personal data beyond the period during which you are actively using our services. This is because opportunities may arise at any time, and we may need to contact you if a candidate or client becomes a suitable match for your skills or requirements. As such, we will retain your personal data for as long as necessary to fulfill the purposes for which it was collected, including the possibility of future recruitment opportunities or business engagements. While we may not be in regular contact, your information remains essential to provide our services when the need arises. We make every effort to stay in touch with you periodically to ensure that the data we hold is accurate and up-to-date. You are welcome to contact us at any time to update your information or request changes to the data we hold about you.

### Cookies

Our website uses cookies to distinguish you from other users, improve your experience, and help us enhance our site. A cookie is a small text file that is stored by your browser on your device or computer's hard drive if you agree. Cookies contain information that is transferred to your device.

We use the following types of cookies:

- **Essential cookies:** These are necessary for the operation of our site. They include, for example, cookies that allow you to log into secure areas of our website.
- **Analytical/performance cookies:** These allow us to recognize and count the number of visitors and see how visitors move around our site. This helps us improve the way our website works, for example, by ensuring users easily find what they are looking for.
- **Functionality cookies:** These are used to recognize you when you return to our website. They enable us to personalize our content for you, greet you by name, and remember your preferences (for example, your choice of language or region).
- **Targeting/marketing cookies:** These cookies record your visit to our website, the pages you have visited, and the links you have followed. We use this information to make our website and any advertising more relevant to your interests. We may also share this information with third parties for this purpose.

You can block or disable cookies by activating the settings in your browser that allow you to refuse all or some cookies. However, please note that if you disable cookies, certain parts of our site may become inaccessible or not function properly. For more information on managing cookies, please refer to the help section of your browser or device settings.

### Your rights



regarding your personal data:

- **Access:** Request access to the personal data we hold about you.
- **Correction:** Request correction of any incorrect or outdated personal data.
- **Erasure:** Request deletion of your personal data when it is no longer necessary for us to retain it.
- **Restriction:** Request restriction of processing where there is a dispute about the accuracy or legality of the data.
- **Objection:** Object to the processing of your data where we are relying on legitimate interests.
- **Data Portability:** Request transfer of your data to another party.
- **Unsubscribe:** Unsubscribe from marketing communications at any time by clicking the unsubscribe link in our emails.

If you wish to exercise any of these rights, please contact us at [people@hpexec.com](mailto:people@hpexec.com).

### **Changes to this policy**

We may update this policy periodically. Any changes will be posted on our website and, where appropriate, notified to you via email.

### **Employees**

Employees of H&P requesting data privacy information, should refer to our Employee Privacy Policy, available on the Intranet or through the HR team.

### **Contact Us**

For any questions or concerns about this privacy policy or how we handle your personal data, please contact us at [people@hpexec.com](mailto:people@hpexec.com).