



## Data Protection Policy

# Introduction

Your privacy is important to us. This privacy statement explains what personal data Fellows and Associates collects from you, through our interactions with you and through our services, and how we use that data.

## Personal information

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Whilst using our services or website you may be required to provide personal information (name, address, email, career details, etc.). We will use this information to administer our client and candidate databases, marketing material and website. We will ensure that all personal information supplied is held securely in accordance with the General Data Protection Regulation (EU) 2016/679, as adopted into law of the United Kingdom in the Data Protection Act 2018. Further, by providing telephone and email details, you consent to Fellows and Associates contacting you using those methods. You have the right at any time to request a copy of the personal information we hold on you. Should you wish to receive a copy of this, or would like to be removed from our database, please contact us at [contact@fellowsandassociates.com](mailto:contact@fellowsandassociates.com).

## Information collection and use

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### How do we collect information?

Fellows and Associates collects information in two possible ways:

#### *a. When you directly give it to us (“Directly Provided Data”)*

When you contact us through email or by phone, sign up for our site or communicate with us via another format, you may choose to voluntarily give us certain information – for example, by providing your CV. All this information requires a direct action by you at that time in order for us to receive it.

## ***b. When you give us permission to obtain from other accounts (“User Authorised Data”)***

Depending on your settings or the privacy policies for other online services, you may give us permission to obtain information from your account with those other services. For example, this can be via LinkedIn or other social media or by choosing to provide us with your mobile number as you use it to contact us from your mobile phone.

## **How long do we keep your data for?**

Fellows and Associates will not retain your personal information longer than necessary. We will hold onto the information you provide either while your account is in existence, or as needed to be able to provide the Services to you.

If legally required or if it is reasonably necessary to meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce our Terms and Conditions, we may also retain some of your information for a limited period of time as required, even after you have ceased to use our services or it is no longer needed to provide the Services to you.

## **Data Use**

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Fellows and Associates will not sell or rent your personally identifiable information to anyone.

## **Choosing how we use your data**

We understand that you trust us with your personal information and we are committed to ensuring you can manage the privacy and security of your personal information yourself.

With respect to the information relating to you that ends up in our possession, and recognising that it is your choice to provide us with your personally identifiable information, we commit to giving you the ability to do all of the following:

- You can verify the details you have submitted to Fellows and Associates by contacting us at

contact@fellowsandassociates.com. Our security procedures mean that we may request proof of identity before we reveal information.

- You can also contact us by the same method to update, change, correct, or delete your personal information controlled by Fellows and Associates regarding your profile at any time. Please note though that, if you have shared any information with others through social media channels, that information may remain visible, even if your account is deleted.
- You can unsubscribe from receiving marketing emails from us by replying to any email to that effect. Once you do this, you will no longer receive any marketing emails from us.
- You can request a readable copy of the personal data we hold on you at any time. To do this, please contact us at contact@fellowsandassociates.com.

## The website

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The website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies with all UK national laws and requirements for user privacy.

## Use of cookies

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We currently do not use cookies.

Please note, we are constantly reviewing how we process and protect data. Therefore, changes to our policy may occur at any time. We will endeavour to publicise any changes.