

# Privacy Policy

The Equinox Partnership Limited (hereafter referred to as Equinox) is registered as a data controller within the United Kingdom for the purposes of the Data Protection Act 1998.

Equinox is committed to ensuring that any data collected as part of its executive recruitment operations:

- ✓ Are relative / relevant to the purpose it is requested.
- ✓ Ant that no requests are made for excessive levels of personal data.

In addition, Equinox shall make the following statements:

- a Personal Data will only be held for a reasonable amount of time in order that Equinox can honour its:
  - o functional/operational requirements,
  - o contractual requirements,
  - o and legal requirements
- b To take best practice & all reasonable steps to secure personal data.
- c To action requests to delete personal data upon request as long as it does not conflict with paragraph a) above.
- d We will from time to time need to pass on this data to third party organisations to assist us in processing and evaluation purposes for recruitment and tests requested by our clients for the purpose of personal assessment.
- e Your written or verbal consent to transfer your personal data to other named sources will be implicitly authorising us to act accordingly.
- f We will never distribute or sell this data unless required to do so by law.
- g We reserve the right to transfer data in the event of sale, merger, liquidation, receivership.

By submitting personal information, you are explicitly authorising us to use your information accordingly, including the voluntary provision of sensitive personal information such as race, health & disabilities, criminal records etc – although such sensitive information will not normally be requested.

Future contact may be required from time to time for administration purposes and / or for internal marketing– you may “opt out” of these by using the relevant unsubscribe links provided or by direct instruction.

It is the duty of the individual concerned to ensure that your information is up-to-date and you may request to see what information we currently hold by contacting us – NB. This request will be subject to a handling fee.

For any other information in regards to this privacy policy, you can contact us via the “Contact” part of this website.

This policy is subject to ongoing changes required by law. Please check our site for the latest version.