



**WOLF
PARTNERS
INTERNATIONAL**

PRIVACY POLICY

What Is GDPR

General Data Protection Regulation ((EU) 2016/679) is the European legislation, which is effective from 25th May 2018. GDPR is replacing the existing UK Data Protection Act and it provides additional legal rights for individuals against organisations who process their personal data.

Who Are We

We are “**WOLF Partners International Limited**” of 18 Fingal Crescent, Spencers Wood, Reading, Berkshire, UK.

Company Registration No: 11501809

How to Contact Us

We can be contacted using the following details:-

Tel: +44 203 878 3003

E-mail: hello@wolfpartnersinternational.com

We are committed to ensuring that your personal data is processed in accordance with this policy so please read it carefully and let us know if you have any queries.

How We Will Process Your Personal Data

1) Lawfully, Fairly and Transparently

We are processing your data under one of the following legal reasons

- i) you have provided us consent by agreeing to this policy. (You can withdraw your consent at any time by contacting us using the contact details in this policy.)
- ii) we have a legitimate interest to do so in order for us to continue to provide you services.
- iii) to meet our legal requirements.

2) Why Are We Holding Your Data

We will only process your personal data for the following purposes:

- a) to enable us to provide you with Recruitment services.
- b) to keep you updated with our latest news.

3) What Data Are We Holding

We only hold sufficient personal data to enable us to undertake each of the purposes set out in clause 2 above. The level of data we hold is dependent on the services we provide to you or you provide to us. If you believe the personal data we are holding is excessive then please contact us.

4) Is All The Personal Data We Hold Relevant

We shall only hold the amount of data necessary to provide you the services. If you feel that any personal data we request is excessive or not required then please contact us.

5) Keeping Your Personal Data Accurate

You are responsible for ensuring that all personal data provided by you is accurate and advise us as soon as possible of any amendments required. We may request that you confirm the accuracy of your personal data, which you are required to respond to within 14 days. Failure to provide or keep your personal data up to date may result in us ceasing to provide the services to you.

6) Storing and Deleting Your Personal Data

We shall store all electronic personal data on a separate server which is backed up daily. We shall store your personal data for duration of the services we provide to you or you provide to us (including any renewal or extension periods) plus 7 years. If you wish your personal data to be deleted prior to the timescales above, you should contact us and we will action such request within 14 working days.

7) Protecting Your Personal Data

We have developed organisational and technical processes meaning that protecting your personal data is a high priority throughout our organisation. Directors, employees and consultants are all committed to complying with GDPR and this policy. We will continue to monitor our IT hardware and software to ensure your personal data is protected. All consultants shall follow the WOLF Partners International Data Security Minimal Requirements Policy.

What To Do If You Believe There Is A Personal Data Breach

If you suspect there has been a potential or actual breach of your personal data then you should contact us as soon as possible detailing the nature of the breach (notice of Breach). We will acknowledge your Notice of Breach within 5 working days and investigate the breach within an additional 10 working days. If through the investigation we determine that there has been a personal data breach, then we will take all necessary action in order to rectify the situation and minimise any potential or actual damage caused through such a personal data breach. We will communicate with you regarding the action being taken. We will comply with any guidelines issued by the Information Commissioners Office (ICO) in relation to Personal Data Breaches, including notifying the ICO when required to do so.

Do We Share Your Personal Data

We shall not transfer or share your personal data with any third parties.

We may use the following software to process your personal data:

- Zoho Recruit as a recruitment tool.

We will use reasonable endeavours to ensure that the third parties stated above comply with GDPR and we will advise you if any third parties change.

When We Act As A Data Processor For You

When you are the data controller who has permitted us to process personal data held by you, then you shall ensure that you have the full consent / rights of the data subject that their personal data is being passed to us. You are fully responsible for ensuring that the personal data processed by you and passed to us complies with all principles of GDPR.

If you are a business or organisation then by signing this policy your business /organisation is committed to being GDPR compliant and has taken all reasonable actions to achieve this.

Changes To This Policy

We reserve the right to amend this policy at any time.