



## **PRIVACY STATEMENT AND COOKIES POLICY**

This Privacy Statement sets out an overview of how all personal data that we collect from you as the data subject, or that you provide to us via the [candcsearch.co.uk](http://candcsearch.co.uk) website and during the course of C&C Search providing recruitment services, will be processed by us. For the purposes of this, data subjects are the individuals of whom C&C Search holds and uses personal data, inclusive of prospective candidates, registered candidates, employees, agency workers and clients.

Please read the following to understand how we operate regarding your personal data. This statement should be read in conjunction with C&C Search's Data Protection Policy, Data Protection Procedure and Privacy Notice.

### **IF YOU DO NOT AGREE WITH THIS PRIVACY STATEMENT**

If you do not agree with how we process your personal data as outlined in this Statement and associated documentation, please do not submit any data to us.

### **WHO CONTROLS THE DATA THAT YOU SUPPLY?**

C&C Search Ltd is registered as a data controller in the United Kingdom for the purposes of any relevant data protection laws. The data you provide is processed fairly and lawfully and used only for the purposes set out in this policy.

### **INFORMATION WE COLLECT**

C&C Search Ltd will collect data about you in accordance with our legitimate interests as a data controller. We collect both non-personal information and personal information. Non-personal information includes any data that cannot be used to identify you, including generic demographics (inclusive of data that demonstrates equal opportunity compliance), referral pages and URLs and how users navigate through the website. Personal information includes your name and contact details and if necessary, sensitive personal data.

C&C Search will also obtain explicit consent from you before processing any sensitive personal data. Personal data will be stored, processed, used and disclosed by us in these ways:

- To provide and undertake recruitment services
- To assess data against vacancies we judge may be suitable for you

*C&C Search*  
0203 475 5039  
[hello@candcsearch.co.uk](mailto:hello@candcsearch.co.uk)  
Finsbury House, 23 Finsbury Circus, London, EC2M 7EA



- To send your information to clients so they can receive your application or assess your eligibility for jobs
- To enable you to submit your CV or apply for jobs
- To improve our service and to make our services more relevant to you (including updating our website to enhance your digital experience)
- Where you have consented to being contacted, send you promotions, offers, networking events and market information
- To answer your queries
- To carry out our obligations arising from any contracts entered into between you and the Company, or any contracts the Company enters into with third parties in relation to providing you recruitment services
- To facilitate the Company's payroll and invoicing processes
- To third parties that undertake references, qualifications and criminal reference checking services, the verification of the details you have provided from a third-party source, psychometric or skills evaluation
- To third parties, regulatory or law enforcement bodies if we believe that we are required to disclose it in connection with a crime, the collection of taxes/duties, or in order to observe an applicable law or legal proceedings.

Every now and then, we may seek your permission to process, use or disclose your data for any other purpose not already listed.

#### **WHERE INFORMATION IS HELD**

The personal information that you provide to us (including sensitive personal information) may be passed on to our clients and the third parties specified above. Some of these are located outside of the European Economic Area. When we transfer your personal information outside this area, we will take steps to ensure that your privacy rights continue to be protected.

#### **ACCESS TO YOUR INFORMATION**

You may request an overview on the information we hold about you at any time and can request to modify, update or delete it. When we receive this, we may require an identification verification or need to clarify your request. Where we are legally permitted to do so, we may refuse your request and will give you reasons for doing so.

You can request to unsubscribe from marketing material at any time. If you wish to contact us about any of this, please email [Sophie@candcsearch.co.uk](mailto:Sophie@candcsearch.co.uk).

#### **INFORMATION RETENTION**

*C&C Search*  
*0203 475 5039*  
*hello@candcsearch.co.uk*  
*Finsbury House, 23 Finsbury Circus, London, EC2M 7EA*



We will hold your information for as long as is necessary to adhere to our statutory and contractual obligations and in line with our legitimate interests as a data controller.

We will endeavour to ensure all your personal data is kept up to date but you are responsible for informing us of any changes, which we will update or delete accordingly.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep all payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

Where we have obtained your consent to process your sensitive personal data, we will do so in line with our obligations under the relevant data protection laws. Your sensitive personal data will be processed for a period of two years. Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your sensitive personal data.

In addition to our obligations under the Conduct of Employment Agencies and Employment Businesses Regulations 2003, the Company will delete your personal data after three years if we have not had any meaningful contact with you or if we do not hold any records on you that are in our legitimate interests to keep.

“Meaningful contact” means, for example, any form of contact between us in relation to the Company assisting/providing recruitment services to you.

## **TRANSMISSION OF INFORMATION ACROSS THE INTERNET**

Your information is held on servers hosted by us or our Internet Services Provider. Sending information over the internet is not totally secure. While we endeavour to protect your personal data, we cannot always safeguard the security of your data transmitted to our site.

## **WEBSITE VISITOR TRACKING**

This website monitors how visitors use our website so we can consistently improve our services. The information collected does not allow any individual to be identified, and will be used to understand our users and website better. We may share this aggregate data with selected third parties to assist with our monitoring, where you have consented to this. We may also undertake marketing profiling to help us identify services or jobs that may be of interest.

*C&C Search*  
*0203 475 5039*  
*hello@candcsearch.co.uk*  
*Finsbury House, 23 Finsbury Circus, London, EC2M 7EA*



## COOKIES POLICY

### 1. WHAT ARE COOKIES?

A “cookie” is a small file that tracks, saves and stores information about your interactions with our website. It is stored on your computer’s hard drive. This allows our website, through its server, to provide tailored options for your next visit. Cookies are used by the majority of websites and do not damage your computer.

If you would like to stop the use and saving of cookies from our website onto your computer, you should take the necessary steps within your web browser security settings. This involves blocking all cookies from this website and its external serving vendors, or the use of a cookie control system if available.

### 2. HOW DO WE USE COOKIES?

The cookies we collect allow us to monitor user traffic patterns and usage, and to help us advertise jobs we think you will be interested in. This collection helps us understand our website’s usability so we can improve the design, layout and functionality.

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can block them, but this might result in some features of this site not working as intended.

The cookie-related information is not used to identify you personally and the pattern data is fully under our control. These cookies are not used for any purpose other than those described here. The only third party cookies we use on our site are Google Analytics (please see section 6 on Google Analytics)

The cookies we use are explained below:

*a. Strictly necessary cookies*

These cookies are needed for effective site usage and, as such, cannot be turned off. These cookies do not gather information about you that could be used for other purposes, such as marketing or tracking your Internet usage.

*b. Performance cookies*

These cookies help us monitor and improve the performance of our website, counting visits, identifying traffic sources and judging site popularity. We use Google Analytics for this purpose, but all information gathered is anonymous.

*c. Functionality cookies*

These cookies remember choices you make upon first visiting our website, including user name, language or where you are based. This allows the website to remember changes you have made to text size, font and other customisable elements. It also prevents repeat processes such as pop-ups.

*C&C Search*

*0203 475 5039*

*hello@candcsearch.co.uk*

*Finsbury House, 23 Finsbury Circus, London, EC2M 7EA*



Functionality cookies may also be used to provide services you wish to use, such as watching video and commenting, and are usually anonymous.

For information on how to reject these personalisation cookies, see section 8 below.

## **6. GOOGLE ANALYTICS**

This website uses Google Analytics, a web analytics service provided by Google, Inc. (“Google”). This service uses cookies to help us analyse how users navigate and interact with the site. The information generated by the cookie includes your IP address and is transmitted to and stored by Google on servers in the United States. It uses this information to create reports on website activity for C&C Search and providing other services relating to website activity and internet usage. Google may send this information to third parties where required to do so by law, or if such third parties use the information on Google’s behalf. Google will not associate your IP address with any other data held by Google.

## **7. HOW TO REJECT COOKIES**

If you only wish to receive cookies that are strictly necessary, you may choose to opt out of all voluntary data collection by selecting the appropriate box on our website.

Most web browsers automatically accept cookies, but this can be changed in your browser settings. Rejecting all cookies means that certain features can’t be provided to you and, as such, you may not be able to experience of all our features.

## **CHANGES TO OUR PRIVACY STATEMENT**

Any changes to this Privacy Statement will be updated on this website as and when it is required. If at any time we use personal data in a significantly different manner than from stated in this statement, we will notify you and you will be able to decide if we are able to use this information in the new manner.

*C&C Search*  
*0203 475 5039*  
*hello@candcsearch.co.uk*  
*Finsbury House, 23 Finsbury Circus, London, EC2M 7EA*