



Purposes for which we may Process your Personal Data and the lawful bases

Our Processing of your Personal Data will depend on our relationship with you. The table below sets out in more detail the purpose of the Processing activities and which lawful basis we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Purpose	Processing Operation	Lawful basis relied on under data protection laws (as relevant and applicable)	Relevant Categories of Personal Data
Using your Personal Data where you are a Candidate or Participant to provide recruitment or Leadership Assessment services to Clients	<p>Advertising Client opportunities</p> <p>Enabling Clients to understand which Candidates are interested in their opportunities</p> <p>Record-keeping, including keeping and maintaining records in relation to recruitment and Leadership Assessment processes</p> <p>Performing background checks</p> <p>Providing the results of candidate assessments including psychometric testing</p>	<p>Processing is necessary:</p> <ul style="list-style-type: none">• in connection with our legitimate business interests in carrying out our business and managing our relationship with you• for compliance with a legal obligation to which we are subject• for the establishment, exercise or defence of legal claims• or where you have provided us with your consent	<p>Personal details</p> <p>Contact details</p> <p>Employment records</p> <p>Details of referees</p> <p>Background checks</p> <p>Views and opinions</p> <p>Marketing data</p> <p>Information Technology Data</p>
Providing you with recruitment and Leadership	Making suggestions and recommendations about	<p>Processing is necessary:</p> <ul style="list-style-type: none">• in connection with our legitimate business interests in carrying out our	<p>Personal details</p> <p>Contact details</p> <p>Employment records</p>

Assessment services and managing our relationship with you	<p>opportunities that may be of interest to you</p> <p>Communicating with you in relation to opportunities</p> <p>Record-keeping, including keeping and maintaining records in relation to recruitment and Leadership Assessment processes</p> <p>Performing background checks</p> <p>Conducting assessments including psychometric testing</p> <p>Providing you with training and preparation for interviews</p> <p>Engaging with you on surveys</p>	<p>business and managing our relationship with you</p> <ul style="list-style-type: none"> • for compliance with a legal obligation to which we are subject • for the establishment, exercise or defence of legal claims • or where you have provided us with your consent 	<p>Details of referees</p> <p>Background checks</p> <p>Views and opinions</p> <p>Marketing data</p> <p>Information Technology Data</p>
	<p>Sending you important notices such as communications about changes to our terms and conditions and policies (including this Privacy Notice)</p>	<p>Processing is necessary:</p> <ul style="list-style-type: none"> • for compliance with a legal obligation to which we are subject • in connection with our legitimate business interests in carrying out our business and managing our relationship with you • for the establishment, exercise or defence of legal claims • or where you have provided us with your consent 	<p>Personal details</p> <p>Contact details</p>

	Sending you information you have requested and dealing with your enquiries	Processing is necessary: <ul style="list-style-type: none"> • for compliance with a legal obligation to which we are subject • in connection with our legitimate business interests in carrying out our business and managing our relationship with you • for the establishment, exercise or defence of legal claims 	Personal details Contact details Employment records Details of referees Background checks Views and opinions Marketing data Information Technology Data
Marketing communications	Making suggestions and recommendations to you about services or opportunities that may be of interest to you, delivering relevant website content and advertisements to you.	Processing is necessary: <ul style="list-style-type: none"> • in connection with our legitimate business interests in carrying out our business and managing our relationship with you • Or where you have provided us with your consent 	Personal details Contact details Marketing data Information Technology Data
Administering our business and carrying out business activities	This may involve a variety of Processing operations relating to the running of our business, including those set out below:		
	For internal purposes to use data analytics, to identify usage trends, determine and measure the effectiveness of campaigns and advertising and to improve our website, products/services, marketing, customer relationships and experiences	Processing is necessary: <ul style="list-style-type: none"> • for the performance of a contract with you • in connection with our legitimate business interests in carrying out our business 	Personal details Contact details Marketing data Employment records Information Technology Data

	Protecting our business including to deal with any misuse of our website and to comply with our security policies at our locations	Processing is necessary: <ul style="list-style-type: none"> • in connection with our legitimate business interests in carrying out our business, preventing website misuse and ensuring the physical security of our premises • for compliance with a legal obligation to which we are subject • for the establishment, exercise or defence of legal claims 	Personal details Contact details Marketing data Information Technology Data
	Using your Personal Data to comply with our own legal obligations and maintaining our records	Processing is necessary: <ul style="list-style-type: none"> • in connection with our legitimate business interests in carrying out our business and managing our relationship with you • for compliance with a legal obligation to which we are subject • for the establishment, exercise or defence of legal claims 	Personal details Contact details Employment records Details of referees Background checks Views and opinions Marketing data Information Technology Data
	Enforcing or applying our terms of use, terms and conditions of supply and other agreements with third parties	Processing is necessary: <ul style="list-style-type: none"> • for the performance of a contract with you • in connection with our legitimate business interests in carrying out our business and managing our relationship with you • for compliance with a legal obligation to which we are subject 	Personal details Contact details Employment records Details of referees Background checks Views and opinions Marketing data Information Technology Data

		<ul style="list-style-type: none"> for the establishment, exercise or defence of legal claims 	
	Detecting and preventing fraud and other illegal activities (and to assist regulators, trade bodies and law enforcement agencies in relation to the same)	Processing is necessary: <ul style="list-style-type: none"> for the performance of a contract with you in connection with our legitimate business interests in carrying out our business and preventing fraud and other illegal activities for the establishment, exercise or defence of legal claims for compliance with a legal obligation to which we are subject vital interest of a person 	Personal details Contact details Employment records Details of referees Background checks Views and opinions Marketing data Information Technology Data
	Reorganisation, restructuring, refinancing, selling, making ready for sale or disposal of our business in whole or in part including to any potential buyer or their advisers	Processing is necessary in connection with our legitimate business interests in carrying out our business	Personal details Contact details Employment records Details of referees Background checks Views and opinions Marketing data Information Technology Data
	Investigating and defending any third-party claims or allegations	Processing is necessary: <ul style="list-style-type: none"> for the establishment, exercise or defence of legal claims for the performance of a contract with you 	Personal details Contact details Employment records Details of referees Background checks

		<ul style="list-style-type: none"> in connection with our legitimate business interests in carrying out our business and managing our relationship with you for compliance with a legal obligation to which we are subject 	Views and opinions Marketing data Information Technology Data
	Providing administration and / or IT services, including our websites, and seeking to ensure the security of our IT network	Processing is necessary: <ul style="list-style-type: none"> in connection with our legitimate business interests in carrying out our business and ensuring the security of our IT network for the establishment, exercise or defence of legal claims for compliance with a legal obligation to which we are subject 	Personal details Contact details Employment records Details of referees Background checks Views and opinions Marketing data Information Technology Data
	The development of our business strategy	Processing is necessary in connection with our legitimate business interests in carrying out our business and improving our services	Marketing data Information Technology Data
	Protecting our business and property	Processing is necessary: <ul style="list-style-type: none"> in connection with our legitimate business interests in protecting our business and property for the establishment, exercise or defence of legal claims 	Personal details Contact details Employment records Details of referees Background checks Views and opinions Marketing data Information Technology Data

	Protecting our staff and visitors and conducting health and safety assessments and related record-keeping	Processing is necessary: <ul style="list-style-type: none"> • in connection with our legitimate business interests in carrying out our business • for the establishment, exercise or defence of legal claims • vital interest of a person • for compliance with a legal obligation to which we are subject 	Personal details Contact details
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