

We put our clients and candidates at the core of what we do.

We deliver an expert service, with a commitment to quality whilst adding insight and value to the recruitment process.

Iron Horse Search & Selection Privacy Policy

Our Privacy Policy states how Iron Horse Search & Selection uses and protects the information that you give to us when using our website and services. We are committed to ensuring that your details and privacy are protected and only used in accordance to our Privacy Policy.

This policy maybe changed depending on our requirement to meet current government legislation and we would recommend that you occasionally check this page to ensure that you are happy with any changes that may have been made. This policy is effective from 2018.

What do we collect from you?

To provide you with the most effective service, we ask for you to provide us with the below details/personal data:

- Name
- Postal Address
- Telephone number
- Email address
- Job Title
- Salary Details & Requirements
- Notice period/availability to start work
- CV and Employment Details
- Career aspirations and motivations
- Personal Identification Numbers and ID to confirm right to work in the UK

It is optional to give further details and occasionally we may ask for other relevant details in line with the recruitment service the business carries out

Your permission to be contacted by us for the duration of your job search and to hold your details on our in house database for a period of 36 months

What do we do with it?

Iron Horse Search & Selection use your details to ensure that you receive relevant information and achieve optimum results from our recruitment service, our key principles are:

Keeping accurate and most recent details on our internal database

Sending you insightful emails about our services and information that may be of interest based on the information you have provided us

Occasionally we may contact you for market research purposes

We may contact you by any of the means you give to us, often just by phone or email

We may send you marketing material regarding relevant third parties which may be of interest

We will not share your details with any company without receiving your consent to do so

How Long do we keep it?

We keep the information for a period of 36 months

Candidates

All information you share with us will be kept securely on our internal system, should you decide to give us your consent to share your details or CV this will be done confidentially and no contact details will be shared without further consent from you the candidate. You can revoke this consent at any time.

You may be asked to give contact details of relevant character or employment referees. This information is stored securely and contact will not be made prior to employment commencing, unless we have your permission to do so prior to your employment start date. After receiving your consent to contact your referees the referee's details will be used to validate employment details given and to gain a reference for new employment commencing.

Clients

In order to carry out an in-depth search and gain a thorough understanding of your requirements, we will ask for the contact details of relevant persons within the businesses dealing with the role(s), company address and any relevant details on the position. We will use these details to send you details of relevant candidate's, organise interviews, give feedback and updates.

Is it safe and secure?

Iron Horse Search & Selection are committed to ensuring that your information is kept securely and are constantly reviewing improving processes to ensure we offer the best possible data security to our customers. In order to prevent unauthorised access to your information we have invested in systems and procedures to safeguard and secure your details and the information we have collected from you in order to use the service we provide.

What do we do to make is safe?

All information given to Iron Horse Search & Selection is stored and processed on our server which is located in London UK, we have safeguards including security software, firewalls, antivirus, filtering and scanning in place to prevent unauthorised access along with passwords and security policies in place to keep this information safe.

How can you control what happens with your personal details?

Your personal details are given to us, so we can help provide you with the best possible service - we will not under any circumstances sell, distribute or lease your personal information to third parties. We may be required to disclose your details in accordance with the law without your knowledge or consent.

Your Rights

Your principal rights under data protection law are:

The right to access; the right to rectification; the right to erasure; the right to restrict processing; the right to object to processing; the right to data portability; the right to complain to a supervisory authority and the right to withdraw consent

What is a Cookie?

When you visit our website you may see a notice which asks you, would you like to accept cookies? If you choose to select yes, you are giving permission for a small file to be placed on your computer hard drive, the cookie helps analyse website traffic and lets you know and view when you have visited a particular website. Allowing cookies means that your online experience can to be personalised to you and will respond to your individual likes, dislikes and personal preferences by collecting the information you enter online. Most computers are set up to automatically accept cookies, you can change this in your settings if you wish however declining the option to accept cookies may prevent you from taking full advantages that the website has to offer.

How do Cookies help Iron Horse Search & Selection ?

We are able to view the pages our users are most interested in and this helps us to improve our services to you. We can also monitor our website traffic.

The data is not used for any other purposes other than to help us improve our service to you.

What happens if I click on a Web Link on Website?

Our website may on occasion contain links to other sites and our social media pages. When you enter these websites / links we are no longer responsible for the protection of your privacy on

these sites. It is recommended that you exercise caution and read the privacy statement on these sites.

Contact us

For further information or to act upon your rights by law, please email info@ironhorsesearch.com