

# Privacy Policy



This is the privacy policy of Schwarz & Vogel Ltd. The Company is authorised by the Laws of Ireland and facilitated by the Companies Registration Office.

The company conducts its business in accordance with the *Employment Agency Act 1971*. The company has obtained the relevant license to operate as an employment agency under this act.

## Licensed Entity

**Schwarz & Vogel Ltd**

## Registered Office

**The Portershed, Eyre Square, Galway, H91 HY51**

## Our Approach to Data Protection

Schwarz & Vogel Ltd will act as a data controller as defined within Article 4(7) of REGULATION (EU) 2016/679 (General Data Protection Regulation)(GDPR) We will process the personal data of data subjects according to the lawfulness, fairness and transparency principles set out in Article 5.1(a).

As per Article 5.1(b), we will never use candidate or client data for any other purpose other than those necessary to fulfil our responsibilities related to providing executive recruitment services and IT management consultancy services.

Schwarz & Vogel Ltd use cloud services provided by and secured by Google for normal business operations. As per Article 5.1(f) of the GDPR, candidate and client data will be secured as per Google's data security policy, which can be viewed [here](#).

Schwarz & Vogel Ltd specifically require consent to be given by clients or candidates before we process any personal information. As per Articles 6.1(a) & 7.1, candidates and clients will not be able to submit enquiries or CVs that contain personal information, without having read our privacy policy, which includes our approach to data protection. The submission of an enquiry or a CV will only be possible once the soft copy of the document has been opened and the 'consent to allow processing' box has been checked by either candidate or client.

Consent that has been previously given can be withdrawn at anytime by a candidate or client, as per Article 7.3 of the GDPR. Candidates or clients can send a written withdrawal of consent to processing to [privacy@schwarzandvogel.com](mailto:privacy@schwarzandvogel.com). Upon receiving this written request for consent to be withdrawn, we shall immediately cease processing the related personal information. The written request for withdrawal of consent to process personal information does not however affect the lawfulness of processing before the request for withdrawal has been

received.

In regards to data retention, Schwarz & Vogel Ltd will store personal data for as long as necessary in order to perform the delivery of talent acquisition services and IT consultancy.

Clients and candidates have the right to full erasure, rectification and access to all relevant personal information we hold, as per Article 13.2(b) of the GDPR. Where a client or candidate makes a request in relation to the above, we will respond without undue delay and at least within one month of the request being made in writing to [privacy@schwarzandvogel.com](mailto:privacy@schwarzandvogel.com), as per Article 12.3.

We shall notify the client or candidate by email once the specified action requested has been completed.

Schwarz & Vogel Ltd also recognise the right of candidates and clients to lodge a complaint regarding how we process personal information. Candidates or clients holding European Citizenship and wish to lodge a complaint, can do so using the 'General Query Form' on the Irish Data Protection Commission's website. ([www.dataprotection.ie/docs/General-Query-Form/m/1725.htm](http://www.dataprotection.ie/docs/General-Query-Form/m/1725.htm))

## Our Website

The Schwarz & Vogel website is hosted by Cloudways. They are fully GDPR compliant and their terms and conditions can be found [here](#).

By using our website, users agree to be bound by the terms and conditions set out within this privacy policy document.

Whilst every effort has been made to ensure that all information contained on our website is accurate and up to date, we cannot be held responsible for errors in accuracy. The validity and accuracy of any links to third party



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information available through our website, whilst believed to be correct, cannot be guaranteed and we take no responsibility for content outside of our own domain (SchwarzandVogel.com).

Postings on our website regarding job vacancies, whilst we endeavour to ensure up to date listings, we cannot guarantee that the existence of a listing means the vacancy is available. E.g. Website updates may be executed after a vacancy has been filled. Thus presenting a short timeframe where the website shows an open listing but in actual fact the vacancy may have been subsequently filled.

## **Amending Our Policy**

From time to time, we may be required by law to update our privacy policy and associated terms and conditions. We'll always ensure that the most up to date version is available on our website. If required, we will notify our clients and candidates when we make important amendments in relation to the protection of personal data and how we process it.