

## **PRIVACY POLICY**

This privacy notice describes how Horizon Blue Talent Consulting will collect and process personal information about you; how it will use and protect this information, and your rights in relation to this information.

Please read this document carefully before engaging with the services of Horizon Blue Talent Consulting. The terms can be updated at any time and shall be effective upon posting of the updated terms

This privacy notice applies to all personal information collected about you. Personal information is information, or a combination of pieces of information that could reasonably allow you to be identified.

Your privacy is of utmost importance to Horizon Blue Talent Consulting and this document is a declaration of the Privacy Policy of Horizon Blue Talent Consulting for all parties who engage with Horizon Blue Talent Consulting or the website of Horizon Blue Talent Consulting. These parties include but are not limited to candidates, clients and site visitors.

By using the services of Horizon Blue Talent Consulting and its website [www.horizonbluetc.com](http://www.horizonbluetc.com) you are consenting to the Privacy Policy outlined in this document. If you do not agree to the Privacy Policy terms please do not submit any data to Horizon Blue Talent Consulting and do not engage the services of Horizon Blue Talent Consulting

Should Horizon Blue Talent Consulting merge with or be acquired by another company or be liquidated or taken into receivership then the right is reserved to transfer your information to the third party under its Privacy Policy. You will be notified should any of the above take place and can request your information be altered or deleted as required.

## **LEGAL BASIS**

The legal basis for how your information is collected, stored and used is strictly in accordance with the General Data Protection Regulations (GDPR)

## **INFORMATION COLLECTED**

Horizon Blue Talent Consulting may collect your personal information from a number of sources, including information collected from you directly, information collected about you from other sources, including commercially available sources, such as public databases (where permitted by law)

Your personal information is collected and used for recruitment or talent acquisition related purposes.

These include but are not limited to:

- Delivery of the recruiting and talent acquisition service to you, the candidate, client or website user
- Making applications for opportunities and thus allowing Horizon Blue Talent Consulting to contact you in relation to same
- Making general applications
- Subscribing to services provided by Horizon Blue Talent Consulting such as but not limited to job alerts or ezines
- Where it is a lawful requirement to disclose your information to third parties in relation to crime, tax collection or to comply with laws and court orders
- Where third parties engaged by Horizon Blue Talent Consulting or its clients are required to deliver services that are requested. You will be advised before this happens and have the option to decline.

## **YOUR RIGHTS OVER YOUR PERSONAL INFORMATION**

Please let Horizon Blue Talent Consulting know if any of the personal information that is held about you changes so that it can be corrected and updated as required. This is your responsibility to inform Horizon Blue Talent Consulting of changes to your personal information so that it is kept up to date.

You have the right at any time to request that Horizon Blue Talent Consulting modify or delete your information. You also have the right to request a copy of this information held in relation to you at any time. To do this please use the contact details provided at the end of this Privacy Policy

In certain circumstances you may object to specific processing activities, require Horizon Blue Talent Consulting to restrict how it processes your personal information and ask it to share your personal information in a usable format with another company. Where you have given your consent to a particular type of processing, you may withdraw that consent at any time.

To exercise any of the above rights, please make contact using the contact details set out below. All requests will be dealt with in a time frame required by data protection laws currently in force.

## **RETENTION PERIOD**

The retention period, subject to other legal requirements, is 5 years for the date with which you have submitted the data, which is deemed consent to use the data. You have the right to withdraw consent and have your data deleted at any time using the contact details below.

## **ACCESS TO YOUR DATA**

Access to your data is only permitted to the Director of Horizon Blue Talent Consulting or any other employee of Horizon Blue Talent Consulting. This access is permitted only for the purpose of carrying out the duties of the individuals role and for the services with which you have engaged Horizon Blue Talent Consulting.

Where you avail of the services of Horizon Blue Talent Consulting via a third party (i.e.: Indeed.com) your information is subject to the Privacy Policies of the third party also.

## **INFORMATION SHARING**

In general, Horizon Blue Talent Consulting does not share your personal information with third parties (other than service providers acting on its behalf) unless it has a lawful basis for doing so.

Where Horizon Blue Talent Consulting will rely on third-party service providers to perform services on its behalf, such as website hosting, electronic message delivery, payment processing, data analytics and research it may mean that it has to share your personal information with these third parties. When it shares your personal information in this way, appropriate measures will be put in place to make sure that the service providers keep your personal information secure.

## **INFORMATION SECURITY**

Horizon Blue Talent consulting has implemented procedures of technology and operational security to protect personal information from loss, misuse, alteration or destruction. Horizon Blue Talent Consulting requires all employees to keep personal information confidential and only authorised personnel have access to this information.

There remains, always, regardless of security policies and processes in place, the possibility of a security breach and your information being viewed by a third party. Horizon Blue Talent Consulting accepts no liability for this outcome should it arise.

Horizon Blue Talent Consulting will retain your personal information in accordance with its data retention policy which set out data retention periods required or permitted by applicable law.

## **INFORMATION TRANSFER**

Your personal information may be transferred to, stored, and processed in a country other than the one in which it was provided. When this is done, the transfer of information will be conducted in compliance with applicable data protection laws.

## **CONTACT**

If you have questions or concerns regarding the way in which your personal information has been used, please contact the Data Protection Officer [jdelahunt@horizonbluetc.com](mailto:jdelahunt@horizonbluetc.com)

Horizon Blue Talent Consulting is committed to working with you to obtain a fair resolution to any complaint or concern about privacy. If, however, you believe that Horizon Blue Talent Consulting has not been able to assist with your complaint or concern, you have the right to make a complaint to the data protection authority of Ireland using their website <https://dataprotection.ie/>

## **CHANGES TO THE PRIVACY NOTICE**

You may request a copy of this privacy notice from Horizon Blue Talent Consulting using the contact details set out above. Horizon Blue Talent Consulting may modify or update this privacy notice from time to time. You will be able to see when Horizon Blue Talent Consulting last updated the privacy notice because a revision date will be included. Changes and additions to this privacy notice are effective from the date on which they are posted. Please review this privacy notice from time to time to check whether Horizon Blue Talent Consulting has made any changes to the way in which your personal information is used.

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