

Green Park Interim & Executive Limited

Candidate Privacy Notice

Last updated: 1st November 2025

Introduction

Green Park Interim & Executive Limited (“Green Park”, “we”, “us”, “our”) are a company registered in England and Wales, registration number 05672094, with our registered office at Partnership House, Carlisle Place, London, England, SW1P 1BX.

We are the Controller of the Personal Data we process, registered in the UK with the Information Commissioner’s Office (“ICO”), registration number Z1083068.

We are committed to protecting your privacy and meeting our legal obligations when you share your personal and employment details with us for the purposes of candidate placement.

This privacy notice explains what Personal Data we collect and use relating to candidates (“you”, “your”) during the placement process.

We place great importance on ensuring the quality, confidentiality, integrity, and availability of the data we hold, and in meeting our data protection obligations. We are therefore committed to protecting the security of your Personal Data and use a variety of technical and organisational measures to help protect your Personal Data from unauthorised access, use or disclosure.

We update this privacy notice from time to time in response to changes in applicable laws and regulations, to our processing practices and to products and services we offer. When changes are made, we will update the date at the top of this document.

What Personal Data do we process?

Personal Data means any information about an individual from which that person can be identified, therefore does not include data where the identity of the person has been removed (anonymous data). There are also special categories of more sensitive Personal Data which require a higher level of protection.

When you submit your CV (or similar employment information), whether directly or through an agency, or attend an interview in person or by remote means, we will collect your Personal Data.

This includes (but is not limited to):

- Name and contact details (address, mobile phone number and email address);
- Company details (where applicable);
- Date of birth and gender;

- Curriculum Vitae or Resume;
- Work history and employment positions held;
- Salary, other compensation, and benefits information;
- Nationality / visa / right to work information (where applicable);
- Academic and professional qualifications, education, and skills;
- Photographs you may submit with your application;
- Demographic information;
- Records we create during interviews or correspondence with you;
- Results of pre-employment screening checks such as references or DBS checks (where applicable); and
- Any other information you choose to give us.

We may collect special category data in accordance with the Equality Act 2010 and other equality laws. We will do this to make reasonable adjustments to enable all candidates to be considered for vacancies, attend interviews and to commence employment. This may also be necessary to ensure we meet our legal obligations when recruiting.

Purposes and bases for using your Personal Data

We will process your personal information for the following purposes and under the following lawful bases:

Purpose	Lawful Basis for Processing
To provide you with our services. This includes (but is not limited to): finding you suitable job roles to apply for, sending your CV to prospective employers for their consideration, facilitating the process of applying for suitable job roles, keeping you informed of future work opportunities by email, telephone, post and/or other communication methods.	We have a legitimate interest to contact you regarding your application and to provide you with the services you would expect from us.
When you are working with or about to engage in an employment contract.	The processing would be necessary for the performance of a contract
Responding to correspondence from you.	It is in our legitimate interest to respond to enquiries made via our website contact forms, by email, through our social channels or any other means.

To manage our candidate database.	It is in our legitimate interest to manage our candidate database.
To make reasonable adjustments for you during the interview process and comply with our legal obligations under the Equality Act 2010.	Processing is necessary for us to comply with our legal obligations. For special category data, the additional basis that we rely on relates to our obligations in the field of employment and the safeguarding of your fundamental rights.
To conduct pre-employment screening checks including checking your identity and your right to work in the UK (where applicable).	Processing is necessary for us to comply with our legal obligations. For special category data, the additional basis that we rely on relates to our obligations in the field of employment and the safeguarding of your fundamental rights.
Sending you informational updates or marketing materials which may be of interest.	If you are an existing candidate, we will rely on legitimate interests when sending you our communications. You may object to the processing for this purpose by emailing dataprotection@green-park.co.uk. If we have captured your consent for the purposes of marketing, that consent may be withdrawn at any time by emailing dataprotection@green-park.co.uk or by using the unsubscribe option.
To maintain a record of contact for current candidate engagement.	It is our legitimate interest to maintain a record of the contact we have with you within our candidate database.
Business management, forecasting and statistical purposes.	It is our legitimate interest to identify areas for managing current business/candidate relationships, to develop new products and services, and for managing our business.
Improving our platforms, systems, and the overall end user experience.	It is our legitimate interest to allow analytics and search engine providers to help improve and optimise our platforms and systems.
To perform statistical and analytical research, comparing how effective our	It is our legitimate interest to perform statistical and analytical research, to identify factors that

placement of candidates has been, between different business sectors for example.	can influence any improve our service moving forward.
To comply with legal obligations and/or cooperate with investigations carried out by the police, government, or regulators.	The processing is necessary to comply with legal or regulatory obligations.

Sensitive Personal Data

We process special categories of Personal Data when we collect or process information about your physical or mental health, or disability status. We will only process sensitive special category Personal Data where we meet one of the conditions required by law for doing so, which includes complying with legal obligations. We may also ask for your explicit consent to process some special categories of Personal Data.

For example, we work with clients to improve their diversity data collection and to analyse their end to end recruitment processes. To help them better understand the diversity of their employee profile, and to identify any bias within the candidate journey, we may invite you to complete a Diversity Monitoring Form. Although we would encourage you to complete as much of this form as you can, it is not mandatory, and you do not need to provide any information if you do not wish to do so.

The Diversity Monitoring information you do choose to provide may be anonymised, by aggregation with other data for example, so that it can be used in a non-identifiable way for statistical analysis and/or business planning/reporting.

Sharing of your information

We will share your Personal Data with clients using our services for the purposes of candidate placement. We will also share your Personal Data with service providers and suppliers to our business who process data on our behalf. In such cases, our service providers and suppliers are Processors and may only use the data in line with our instructions and not for any other purpose. This and other obligations are agreed in the written contract between Green Park and the service providers and suppliers.

Your Personal Data will not be processed outside the UK. However, should a business need dictate and we process your Personal Data outside the UK, we will take appropriate steps to ensure the Personal Data has an essentially equivalent level of protection to that guaranteed in the UK. We do this by ensuring that:

- your Personal Data is only processed in a country which the Secretary of State has confirmed has an adequate level of protection (an adequacy regulation); or

- we enter into an International Data Transfer Agreement (“IDTA”) with the receiving organisation and adopt supplementary measures, where necessary. (A copy of the IDTA can be found here [international-data-transfer-agreement.pdf \(ico.org.uk\)](#)).

Within Green Park, your Personal Data will only be shared with those who need to have access to it, which will primarily be our hiring managers and IT staff.

How long will we retain your information?

We will retain your Personal Data for as long as is necessary to facilitate the placement process.

If your candidacy is not successful, we will retain your CV, application details and interview notes in perpetuity from the date we notified you, to inform you about any future suitable placement opportunities which may be of interest to you. Please let us know if you would like us to delete your records and we will do so.

We will also retain Personal Data where it is necessary to comply with our legal obligations or as necessary in relation to legal claims.

Your rights

There are certain fundamental rights that you have in respect of your Personal Data:

Rights	Description
Right to be informed	Individuals have the right to be informed about the collection and use of their Personal Data.
Right of access	Individuals have the right to receive a copy of their Personal Data, and other supplementary information.
Right to rectification	Individuals have the right to have inaccurate Personal Data rectified or completed if it is incomplete.
Right to erasure	Individuals have the right to request their personal information to be erased, in certain circumstances.
Right to restrict processing	Individuals have the right to request the restriction or suppression of their Personal Data, in certain circumstances, in particular: • if your data is not accurate; • if your data has been used unlawfully but you do not want us to delete it; • if your data is no longer needed, but you want us to keep it for use in legal claims; or

Rights	Description
	if you have already asked us to stop using your data but you are waiting to receive confirmation from us as to whether we can comply with your request.
Right to data portability	Individuals have the right to obtain and reuse their Personal Data, in a machine-readable format, for their own purposes across different services, in certain circumstances.
Right to object	Individuals have the right to object to the processing of their Personal Data, in certain circumstances. Where we are using your Personal Data because it is in our legitimate interests to do so, you can object to us using it this way. Where we are using your Personal Data for direct marketing, including profiling for direct marketing purposes, you have an absolute right to ask us to stop doing so.
Rights with respect to *automated decision-making and profiling	Individuals have the right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you. * We sometimes use automated screening tools as part of our application process. The answers you provide to one or more of the questions (excluding any special categories/equal opportunity questions) may result in your application being automatically declined. This technology is used to help us manage the high volume of applications we receive.

In addition to the above, an individual also has the following right:

Rights	Description
Right to withdraw consent	Where we are using your Personal Data based on your consent, you can withdraw your consent at any time
Right to register a complaint with the Controller	You have the right to register a complaint with the Controller if you feel we are not processing your Personal Data in accordance with this notice or data protection law.

Rights	Description
Right to lodge a complaint with a supervisory authority	You have the right to raise a complaint about how we handle your personal information with a relevant supervisory authority.

How to exercise your rights

If you wish to exercise any of your rights, please contact dataprotection@green-park.co.uk.

You will not have to pay a fee to access your Personal Data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is an appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Please note, when we receive/disclose references we do so on a confidential basis. As such, under the right of access, we would never provide you with a copy of your reference from a referee or a reference that we have submitted in response to a request for a reference for you.

As mentioned above, data subjects in the UK have the right to lodge a complaint with the supervisory authority if you believe we are infringing UK data protection laws. You have the right to make a complaint at any time to the Information Commissioner's Office if you are concerned about the way in which we are handling your Personal Data - <https://ico.org.uk/make-a-complaint/>.

Contact

You can contact us in relation to data protection and this privacy notice by emailing the Data Protection Manager at dataprotection@green-park.co.uk.

Data Protection Officer

We do not have a statutory requirement to appoint a Data Protection Officer ("DPO") under the UK GDPR, however for the purposes of compliance and accountability, we have appointed [Evalian Limited](#) ("Evalian") to act as our DPO.

Evalian are a company specialising in data protection, cyber security and information security, who can be reached by using the contact details above.

Please send your communication clearly indicating 'FAO the Data Protection Officer', and your message will be passed directly to Evalian for attention.