

Scales Digital

Scales Digital is a part of Scales and Associates Ltd. The following privacy policy applies due to the registration of Scales and Associates with the information commissioner's office (ICO). We pride ourselves on integrity and transparency. As part of new GDPR legislation we have reviewed our data protection and privacy standards.

Scales and Associates is a "data controller". This means that we are responsible for deciding how we hold and use personal information about individuals.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

Types of personal data held

Personal data, or personal information, means any information about an individual from which that person can be identified.

We hold various types of personal data. In the case of candidates and prospective candidates who register with us so that we can assist them in finding suitable work or opportunities for them, we have set out the type of information held about candidates in our candidate privacy notice.

You can access the candidate privacy from the Privacy Policy section of our website.

For our clients and prospective clients for whom we source suitable candidates, we hold the following types of personal data:

- Name, position, email address, LinkedIn details, website profile, press releases or other publication about you, mobile phone and work phone number of the hiring manager or other point of contact.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- physical or mental health conditions,
- information relating to criminal offences and convictions.

We recognise that this category requires additional protection and we will process that data in accordance with that protection.

Legal basis and purposes of processing

Your data will be processed to:

- perform our contract or business arrangement with you;
- provide services under contract to you;
- inform you of possible business opportunities;
- inform you of suitable candidates that may be of interest to you.

Your data will also be processed as necessary for our own legitimate interests, e.g.:

- for good governance, accounting and managing and checking our business processes;
- to send you marketing communications and to market our services to you.

Your data will also be processed to comply with a legal obligation, e.g.:

- to determine and defend legal rights;

Your data will also be processed based on your consent, e.g.:

- when you ask us to disclose your personal data to other people or organisations
- to share your information with candidates on a need to know basis and always with consent.

You may if you wish remove your consent or ask to be removed from our systems at any time. In order to do so, please contact gdpr@scalesassociates.ca

Sharing your personal data

We will not share any of your personal data with any third parties, subject to the following exceptions:

- Our legal and professional advisors including our accountants;
- Government bodies and regulators;
- Courts in order to comply with legal requirements;
- Where it is required by law.

Automated decision making

We do not use any automated decision making and this is not relevant to us.

How long will we hold personal data?

We will conduct regular personal data audits. We will only hold personal data for as long as is necessary but much will depend on the type of personal data held.

We will need to keep it for a certain amount of time in case of legal claims against us and also based on legal and regulatory requirements.

Your rights

You have rights under the legislation and these are set out below.

- The right to be informed
- The right to have inaccurate personal data corrected
- The right to restrict processing
- The right to object
- The right to have personal data erased
- The right of access to personal data
- Data portability

To exercise any of these rights, please contact gdpr@scalesassociates.ca

To contact us about anything to do with your personal data or data protections issues, please use the following contact details:

Email address: gdpr@scalesassociates.ca (**subject line-** data protection issue)

We may amend this privacy notice from time to time. This may be necessary as part of our continuous commitment to data protection or to reflect changes in the law.

Any changes will be made available on this website.