



Privacy Policy

Gramercy Search Ltd is an executive search firm working with financial services clients in the UK and overseas. It is a private limited company registered in England and Wales.

This privacy policy explains how we handle and use personal information.

What information do we collect about you?

As an executive search firm, we collect a variety of personal data which is necessary to provide the services we offer. Identifiable data includes: career and professional history, education, resume and contact information. We also collect biographical information from public domains such as websites or LinkedIn, or CVs which are sent to us by the CV owner. For those who become active candidates, engaged in a process, we collect compensation information which is gathered directly from the data subject. We also gather market views on candidates with whom we are in dialogue or in whom we have a legitimate interest.

The collection of personal information is necessary in order to evaluate you as a candidate for consideration.

How is information collected?

Information is collected directly from the data subject or via third parties, i.e. sources who recommend individuals to us as potential candidates or sources for assignments on which we are working. Information is collected via telephone, email or, in some instances, via SMS.

Information is also collected from online sources – this is publicly available information from websites or LinkedIn.

What is the basis for collection of information?

Information is collected and processed on the basis of 'legitimate interest'. If an individual becomes a candidate, engaged in a search process, the basis moves to 'consent'.

Who is collecting this information?

Information is collected by the Partner leading Gramercy Search, the 'data controller'. In some instances, information might also be collected via a researcher supporting an assignment. Any researcher working with Gramercy Search is GDPR compliant.

Why is information being collected?

We collect information to identify people with relevant skills and experience for assignments on which we are working or to understand and gain knowledge on certain business areas in advance of commencing an assignment.

Strictly Private & Confidential



How will we use this information about you?

We use the information to contact you regarding assignments on which we are working: either to seek your advice or to gauge your personal interest.

With whom will it be shared?

The information is shared with our clients if we are presenting a longlist of individuals relevant to an assignment or when an individual engages in an assignment process. If an individual engages in an assignment process, the candidate's CV will be shared with the client. This is only done with the permission and agreement of the candidate. At the point an individual becomes a candidate, we move to the basis of 'consent'.

What will be the effect of this on the individuals concerned?

If an individual engages in a search process and becomes an active candidate, that person's information will then be held by the client organisation as well as by Gramercy Search.

How will your information be stored?

Information is stored on FileFinder, a secure, proprietary database which is accessed by via login and password. The only person with access to FileFinder at Gramercy Search is the Partner leading the business.

Information is also stored in email. Gramercy Search has secure email.

Information is also stored in the Gramercy Search OneDrive. This is a secure and protected drive.

How long will your information be held?

Information will be held for up to seven years. If there has been no contact between Gramercy Search and the individual during that period and we cannot contact the individual to update the information, then the information will be removed from our records.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the following address.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Changes to our Privacy Policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on March 1, 2018.

How to contact us

If you would like help to access, correct, update or remove your information, or have any questions regarding our Privacy Policy, please contact us at:

Email: rebecca.nicholson@gramercysearch.com; or

In writing: Gramercy Search, c/o 11 Golden Square, London, W1F 9JB