



Data Processing Notice

Todd Hayes Limited is a Search and Selection Consultancy specialising in providing a wide variety of industries with temporary and permanent candidates. This data processing notice explains how we use the personal information we've collected from you and your rights under the new General Data Protection Regulations.

Why we retain your personal information?

When you use the services of Todd Hayes Limited, we require your personal data. The data we retain on all clients is listed below, and this is used throughout the recruitment process in order to find you suitable staff as quickly as possible.

- Name
- Business Telephone Numbers
- Business Email Address

What we use your personal information for?

As detailed above, our main reason for using your information is to find you the Client suitable temporary/permanent staff. However, we do use your data for other reasons which come under our legitimate interests. These would include sending you information relating to other candidates that may be of interest to you and are relevant to the services Todd Hayes have previously supplied you with.

Who we share your data with?

Todd Hayes Limited do not give or sell your personal data to any unauthorised 3rd parties. We do share your personal information with the relevant staff we supply you with, as this would form part of the recruitment process.

If you do require us to share your personal data with any other 3rd parties, Todd Hayes Limited will only do so with your explicit written consent.

Why are you sending me this?

Under the GDPR, Individuals have several additional rights compared to the Data Protection Act in 1998. These include the right to:

1. Be informed
2. Access
3. Rectification
4. Erasure
5. Restrict processing
6. Data portability
7. Object

At any point you can contact Todd Hayes Limited, and exercise your rights any time. We will always endeavour to respond to any requests as quickly as possible. We will provide any information requested free of charge. In terms of time scale this will be no more than one month after the original request is made. Please bear in mind that if you do request erasure or for processing to be ceased, then Todd Hayes Limited will not be able to continue providing you with our range of services.

How to Contact Us?

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