

Last updated: 13/08/2026

C-Suite Search (also referred to as CSuiteSearch.com) is a recruitment company offering Executive Search, Interim Management and Consultancy business solutions. In order to offer these services, we must collect and process personal data. As the data controllers we are responsible for how we hold and use your data. This policy describes how C-Suite Search complies with its legal obligations to you. Your privacy is integral therefore we are dedicated to protecting and safeguarding your data privacy rights.

This Privacy policy applies to the personal data of our corporate website visitors, candidates, clients, third-party suppliers, and other persons that we may contact in order to request further information about our candidates and potential candidates or, have otherwise been listed as an emergency contact. It also applies to the emergency contacts of our employees.

This Privacy Policy applies to any business activities that are carried out in relevant countries. This allows us to ensure that C-Suite Search is complying with all applicable data privacy protection, no matter where you are.

WHAT DO WE COLLECT?

The information described below is in addition to any personal data we are required by law to process (but are not limited to) in any given situation.

Candidate Data

Depending on the relevant circumstances and applicable local laws, we may collect some or all the information listed below to enable us to offer you relevant job opportunities which are tailored to your skills set, expertise and interests.

In some jurisdictions, we are restricted from processing some of the data outlined below. In such cases, we will not process the data in those jurisdictions:

- Name
- Date of Birth
- Gender
- Photograph
- Marital Status
- Contact Details

- Education Details
- Employment History
- Emergency Contacts
- Details of Dependants
- Referee Details
- Immigration Status (whether you need a work permit)
- Nationality/Citizenship/Birthplace
- Copy of Driving Licence and/or Passport/Identity Card
- Financial Information (where financial background checks are required)
- NI Number (or your country equivalent) and any other tax-related information
- Diversity Information including (but not limited to)
- Racial or Ethnic Origin
- Religious or Other Beliefs
- Physical or Mental Health including disability-related information
- Details of any criminal convictions (should this be a requirement for a role that you are interested in applying for)
- Details about your current remuneration, pensions & benefits arrangements
- Information about your specific interests & needs regarding future employment, both collected directly and inferred, for e.g. from jobs and/or articles posted on our website
- Any additional information you choose to share with us
- Any additional information your referees choose to share about you
- Any additional information our clients may choose to share about you, or that we come across via other Third-Party sources such as job sites
- IP address
- Date, time and frequency of access to our services
- CCTV footage if you visit our offices

Client Data

The data we collect about clients is rather limited. We generally only need to have your contact details or the details of individual contacts at your organisation (such as their names, telephone numbers and email addresses) to maintain an effective business relationship. We also hold information relating to your online engagement with candidate profiles and other material published by C-Suite Search, to ensure that you receive timely marketing communications relevant to you.

We may also hold additional information that someone in your organisation has chosen to share with us. In certain circumstances, such as for training purposes our calls with you may be recorded, depending on the applicable local laws and requirements.

Supplier Data

The data we collect about suppliers is rather limited to maintain an effective business relationship.

We'll collect the details for our contacts within your organisation, such as names, telephone numbers and email addresses. We'll also collect bank details so that we can pay you. We may also hold additional information that someone in your organisation has chosen to share with us. In certain circumstances, such as for training purposes our calls with you may be recorded, depending on the applicable local laws and requirements.

Persons whose data we receive from Candidates & Employees

In the case of 'referees', we require confirmation of information that we have already obtained from our candidate or prospective C-Suite Search employee to enable them to secure a job.

In the case of an 'Emergency Contact' – details provided in the case of an emergency.

When requesting a reference, we require the referee's contact details (such as name, email address and telephone number).

Website Users

To help C-Suite Search manage our provided services, and to continually improve the overall user experience, we tend to collect a limited amount of data from our website users.

HOW DO WE COLLECT YOUR PERSONAL DATA?**Candidate Data**

C-Suite Search collects personal data from the candidate when:

- It is given to C-Suite Search
- C-Suite Search receives it from other sources
- C-Suite Search collects it automatically

a) Personal data given to us

To offer you a bespoke service, C-Suite Search requires to collate certain information about you. This enables us to provide you with suitable job opportunities that match your specific search criteria. This also ensures that you are not subject to jobs and services that are not relevant to you.

The various ways that you may share your information with C-Suite Search include (but are not limited to): Entering personal details on the C-Suite Search website by downloading an insights report, emailing us directly, completing a contact form, a job application form or a candidate registration form, as part of the registration process.

- Hard copy of CV/Resume obtained at a C-Suite Search networking event or office
- CV/Resume is emailed to a C-Suite Search consultant
- CV/Resume is handed to C-Suite Search consultant during the interview process
- Applying for a job via an aggregator
- Entering personal details on a C-Suite Search microsite

b) Personal data received from other sources

Personal data may also be received from other sources such as:

- Referees
- Clients
- Third party sources for e.g. LinkedIn and other job sites
- Twitter and other social media platforms
- RPO or MSP supplier

c) Personal data collected automatically

C-Suite Search may automatically collect your data where appropriate and in accordance with any local laws and requirements when you access our website or open, read or click on an email from C-Suite Search.

Client Data

C-Suite Search collects personal data from clients:

- When it is given to C-Suite Search
- C-Suite Search receives it from other sources
- C-Suite Search collects it automatically

a) Personal data given to us

C-Suite Search receives data directly from clients as follows:

- When you contact C-Suite Search by phone or email
- When C-Suite Search contacts you by phone or email
- When C-Suite Search contacts you through our consultants' business development activities

b) Personal data received from other sources

C-Suite Search may seek further information about yourself and/or your colleagues from other sources generally by way of due diligence or other market intelligence including (but are not limited to) Third- party market research such as on/offline media.

c) Personal data collected automatically

C-Suite Search may automatically collect your data where appropriate and in accordance with any local laws and requirements when you access our website or open, read or click on an email from C-Suite Search.

Website users

To help C-Suite Search manage our provided services, and to continually improve the overall user experience, we tend to collect a limited amount of data from our website users.

HOW DO WE USE YOUR PERSONAL DATA?

Candidate Data

C-Suite Search utilises personal data from candidate:

- Recruitment Activities
- Marketing Activities
- Equal Opportunities Monitoring
- Legal Claims
- Please note that we also utilise data for career coaching and mentoring services provided by C-Suite Search

a) Recruitment Activities

Below is a list of the ways, C-Suite Search may use and process your personal data for recruitment, where appropriate and in accordance with any local laws and requirements. This includes but is not limited to:

- Collecting data from yourself and other sources
- Storing and updating your details on our database
- Provision of C-Suite Search recruitment services
- Facilitation of C-Suite Search's recruitment process
- Assessing your data against job vacancies to suit your specific requirements
- Sharing your information with clients, to apply for job vacancies or to assess your eligibility for job vacancies
- Enabling you to submit your CV/Resume
- Enabling you to apply online for job vacancies
- Enabling you to subscribe to job alerts matching your search criteria
- Allowing you to participate in specialist online training
- Allowing you to participate in the interactive features of our services
- Carrying out C-Suite Search obligations arising from any contracts between C-Suite Search and yourself
- Carrying out our obligations arising from any contracts between C-Suite Search and third parties in relation to your recruitment
- Facilitating our payroll & invoicing processes
- Carrying out customer satisfaction surveys

- Verifying details provided by yourself, using third party resources for e.g. psychometric evaluations or skills tests, or to request information for e.g. references, qualifications and potentially any criminal convictions)
- Complying with our legal obligations in connection with the detection of crime or the collection of taxes or duties
- Processing your data to enable C-Suite Search to send you targeted, relevant marketing materials or other communications which may be of interest
- We may utilise your personal data for the above purposes, should we deem it necessary to do so for our legitimate interests

b) Marketing Activities

Below is a list of the ways, C-Suite Search may send you information that may be of interest to you or to request your assistance to connect other candidates with jobs. Specifically, we may wish to use your data for the purposes listed below, where appropriate and in accordance with any local laws and requirements. This includes but is not limited to:

- Developing and marketing other products and services
- Marketing our full suite of recruitment services
- Sending you details of reports, promotions, offers, networking and client events, and industry news which might be of interest to you
- Displaying promotional excerpts from your details on C-Suite Search's website(s) as a success story (only where we have obtained your explicit consent to do so)
- Share information about certain discounts and offers that you are eligible for by your relationship with C-Suite Search
- Should you wish to not receive C-Suite Search marketing communications, please submit a written request to unsubscribe to marketing@csuitesearch.com.

Should you have unsubscribed from our marketing communications, it is possible that your details may be re-captured through public sources in an unconnected marketing campaign. We will endeavour to ensure this never happens, however, if it does due to human error, we would like to apologise in advance. In such instances, we suggest you unsubscribe again.

c) Diversity, Equity & Inclusion monitoring

C-Suite Search is committed to ensuring that our recruitment processes are aligned with our approach to Diversity, Equity & Inclusion.

Some of the data we may collect about you falls under the umbrella of 'diversity information'. This could be data relating to your age, disability, ethnicity, gender, religion or other similar beliefs, sexual orientation, and/or social-economic background. Where appropriate and in accordance with local laws and requirements, C-Suite Search will use this data on an anonymised basis to monitor our compliance. We may also disclose this (suitably anonymised where relevant) data to our clients where this is contractually required or when specifically requested by clients to enable them to comply with their own employment processes.

Such data is referred to as 'sensitive' personal data and stricter data protection rules apply. C-Suite Search requires your explicit consent before we can utilise/share such data. We'll ask for your consent by offering you an opt-in. This means that you must explicitly and clearly state that you agree for C-Suite Search to collect and utilise such data.

C-Suite Search may collect other sensitive personal data, such as health-related information, religious affiliation, or details of any criminal convictions (where appropriate and in accordance with local laws) and if it is required for a job vacancy that you are interested in applying for. Please note that C-Suite Search will never carry out any such activity without your explicit consent.

d) Legal claims

In a very rare instance, C-Suite Search may use your personal data to help us to establish, exercise or defend legal claims.

Profiling

Currently, all C-Suite Search recruitment activities involve human decision-making during the full cycle process. Looking ahead, C-Suite Search may choose to utilise automated technologies such as expert systems or machine learning to complete the candidate selection process from end-to-end, where appropriate and in accordance with any local laws and requirements.

Where necessary, C-Suite Search will seek your consent to carry out some or all of these activities. If you do not consent to profiling, your application will continue to be reviewed manually for opportunities you apply for, but your profile will not be automatically considered for alternative roles. This is likely to decrease the likelihood of successfully placing you in a new job.

Client Data

C-Suite Search utilises client data for:

- Recruitment Activities
- Marketing Activities
- Legal Claims

a) Recruitment activities

C-Suite Search's primary work activity is recruitment – Executive Search, Interim Management, Recruitment, Board & Diversity Advisory.

Below is a list of the ways, C-Suite Search may use and process your personal data for recruitment, where appropriate and in accordance with any local laws and requirements.

This includes but is not limited to:

- Storing and updating your details on our database
- Keeping records of our conversations and meetings
- Carrying out customer satisfaction surveys
- Processing your data to enable C-Suite Search to send you targeted appropriate marketing campaigns
- We may utilise your personal data for the above purposes, should we deem it necessary to do so for our legitimate interests.

b) Marketing activities

Subject to any applicable local laws and requirements, we will not, as a matter of course, seek your consent when sending marketing materials such as the C-Suite Search Leadership Series and other such reports to a corporate postal or email address.

c) Legal Claims

In a very rare instance, C-Suite Search may use your personal data to help us to establish, exercise or defend legal claims.

Supplier Data

C-Suite Search utilises supplier data to:

- Store and update your details on our database, enabling C-Suite Search to contact you in relation to our agreements
- Offer services to you or to obtain support and services from you
- Perform certain legal obligations
- Help C-Suite Search share targeted, relevant marketing campaigns
- In a very rare instance, C-Suite Search may use your personal data to help us to establish, exercise or defend legal claims.

We may utilise your personal data for the above purposes, should we deem it necessary to do so for our legitimate interests.

Subject to any applicable local laws and requirements, C-Suite Search will not seek your consent when sending marketing materials to a corporate postal or email address.

Persons whose data we receive from Candidates & Employees

C-Suite Search utilises the data our candidates share about you for the following purposes:

- If our candidates or employees name you on our form as an emergency contact, C-Suite Search will contact you in the case of an accident or emergency
- If our candidates or prospective employees name you as a referee, C-Suite Search will contact you to take up a reference. This is an integral part of our candidate quality assurance process and could be the deciding factor in whether the candidate gets the job or not
- We may utilise your personal data for the above purposes, should we deem it necessary to do so for our legitimate interests.

Website users

C-Suite Search utilises your data to help improve your user experience, for e.g. by analysing your recent job search criteria allowing C-Suite Search to present you with job opportunities or candidates we think you'd be interested in.

WHO DO WE SHARE YOUR PERSONAL DATA WITH?

C-Suite Search may share your personal data in a variety of ways and reasons, where appropriate and in accordance with local laws and requirements. This includes the following categories of people (but are not limited to):

- Individuals and organisations who hold information related to your reference or application to work with us, for e.g. current, past or prospective employers, educators and examining bodies and employment and recruitment agencies.
- Tax, audit, or other authorities, when C-Suite Search is of the belief that the law or other regulation requires us to share this data. For e.g. at the request of a tax authority or in connection with any anticipated litigation.
- Third party service providers who perform functions on our behalf – external consultants, business associates and professional advisors (solicitors, auditors, accountants, technical support functions and IT consultants carrying out testing and development work on our business technology systems).
- Third party outsourced IT and document storage providers where we have an appropriate processing agreement (or similar protections) in place
- Marketing technology platforms and suppliers.

In the case of candidates:

- Potential employers and other recruitment agencies/organisations to improve your chances of finding a job.
- Third party partners, job boards and job aggregators to increase the chances of finding a job.
- Clients, associated frameworks used by clients, or third parties that are used on behalf of our clients.

In the case of candidates and prospective employees' referees:

Third parties who provide services such as reference, qualification and criminal convictions checks, to the extent that these checks are appropriate and in accordance with local laws.

If C-Suite Search merges with or is acquired by another business or company in the future, (or is in meaningful discussions about such a possibility) we may share your personal data with the (prospective) new owners of the business or company.

HOW DO WE SAFEGUARD YOUR PERSONAL DATA?

C-Suite Search is committed to taking all reasonable and appropriate steps to protect the personal data that we hold from misuse, loss, or unauthorised access. We do this by having in place a range of appropriate technical and organisational measures. These include measures to deal with any suspected data breach.

If you suspect any misuse or loss of or unauthorised access to your personal information, please let us know immediately. Please contact us on data@csuitesearch.com as a matter of urgency.

HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

We will delete your personal data from our systems if we have not had any meaningful contact with you (or, where appropriate, the company you are working for or with) for five years (or for such longer period as we believe in good faith that the law or relevant regulators require us to preserve your data). After this period, it is likely your data will no longer be relevant for the purposes for which it was collected.

For those candidates whose services are provided via a Third-Party company or other entity, 'meaningful contact' with you means meaningful contact with the company or entity which supplies your services. Where we are notified by such company or entity that it no longer has that relationship with you, we will retain your data for no longer than five years from that point.

When we refer to 'meaningful contact', we mean, for example, communication between us (either verbal or written), or where you are actively engaging with our online services. If you are a candidate, we will consider there to be meaningful contact with you if you submit your updated CV onto our website or take part in any of our online

training. We will also consider it meaningful contact if you communicate with us about potential roles, either by verbal or written communication or click through from any of our marketing communications. Your receipt, opening or reading of an email or other digital message from us will not count as meaningful contact – this will only occur in cases where you click-through or reply directly.

HOW CAN YOU ACCESS, AMEND OR TAKE BACK THE PERSONAL DATA THAT YOU HAVE GIVEN TO US?

One of the GDPR's main objectives is to protect and clarify the rights of EU citizens and individuals within the EU with regards to data privacy. This means that you retain various rights in respect of your data.

Data Subject User Rights

The GDPR provides the following rights for individuals/data subjects:

Right to object

This right enables you to object to us processing your personal data where we do so for one of the following four reasons: (1) our legitimate interests; (2) to enable us to perform a task in the public interest or exercise official authority; (3) to send you direct marketing materials; and (4) for scientific, historical, research, or statistical purposes.

Right to withdraw consent

Where C-Suite Search has obtained your consent to process your personal data for certain activities – for e.g. for our marketing arrangements or automatic profiling, you may withdraw this consent at any time. C-Suite Search will cease to carry out the specified activity that you previously consented to.

Right to access

More commonly known as DATA SUBJECT ACCESS REQUEST (DSAR). You may request C-Suite Search to confirm what information we hold on you at any time, and submit a request to modify, update or delete such data. These requests can be sent to data@csuitesearch.com.

Right to erasure

You have the right to request C-Suite Search erases your personal data in certain instances. When complying with a valid request for the erasure of data we will take all necessary steps to delete the relevant data.

Right to restrict processing

You have the right to request that C-Suite Search restricts the processing of your personal data in certain instances. This means that C-Suite Search can only continue to store your data and will not be able to carry out any further processing activities.

If we have shared your personal data with Third Parties, C-Suite Search will notify them about the restricted processing unless this is impossible or involves disproportionate effort. C-Suite Search will notify you before lifting any restriction on processing your personal data.

Right to rectification

You also have the right to request that C-Suite Search rectifies any inaccurate or incomplete personal data that we hold on you. If C-Suite Search has shared this personal data with any Third Parties, we will notify them about the rectification unless this is impossible or involves disproportionate effort. Where appropriate, C-Suite Search will also inform you which Third Parties we've disclosed inaccurate or incomplete personal data to.

Right of data portability

You have the right to transfer your personal data between data controllers. This means that you can transfer your C-Suite Search account details to another online platform. To allow you to do so, C-Suite Search will provide you with your data in a commonly used machine-readable format that is password-protected so that you are able to transfer the data to another online platform.

Should you wish to exercise any of these rights, or withdraw your consent to the processing of your personal data, where consent is C-Suite Search's legal basis for processing your personal data, please contact in writing to data@csuitesearch.com.

Please note that C-Suite Search may retain a record of your communications to help us resolve any issues which you raise.

It is important that the personal data C-Suite Search holds on you is clean, current and accurate. Please keep C-Suite Search informed if your personal information changes during the period for which we hold your data.

To get in touch about your user rights, please write to C-Suite Search, 37 Lombard Street, London, EC3V 9BQ, United Kingdom or send an email to data@csuitesearch.com. We will seek to deal with your request without undue delay, and in any event within one month (subject to any extensions to which we are lawfully entitled). Please note that C-Suite Search may keep a record of your communications to help us resolve any issues which you raise.

COOKIES POLICY

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used to make websites work and improve the usability of those sites.

C-Suite Search can use the information from cookies to ensure we present you with options tailored to your preferences on your next visit. We can also use cookies to analyse traffic and for advertising purposes.

If you don't want to receive cookies that are not strictly necessary to perform basic features of our site, you may choose to opt-out by changing your browser settings. Most web browsers will accept cookies but if you would rather C-Suite Search didn't collect data in this way you can choose to accept all or some or reject cookies in your browser's privacy settings. However, rejecting all cookies means that you may not be able to take full advantage of all our website's features. Each browser is different, so check the

'Help' menu of your browser to learn how to change your cookie preferences.

LEGAL STATEMENT

The C-Suite Search website does not contain advice regarding law or legal practice. It does, however, contain general information, some of which concerns law and legal practice.

HOW TO CONTACT US

You can write to C-Suite Search, 37 Lombard Street, London, EC3V 9BQ, United Kingdom:

To access, amend or take back the personal data that you have shared

If you suspect any misuse or loss of or unauthorised access to your personal information

To withdraw your consent to the processing of your personal data (where consent is the legal basis on which we process your personal data)

With any comments or suggestions concerning our Privacy Policy

Alternatively, you can send an email to: data@csuitesearch.com.

To update your marketing preferences, you can email us at data@csuitesearch.com or by clicking the unsubscribe link in any marketing e-mail we send to you.

IMPLEMENTATION

Effective from August 2026.

This policy will be subject to review, alteration and replacement in order to reflect the changing needs of the business and to comply with legislation.