

Individual	Personal Data	Source and Purpose	Lawful Basis for Processing
Candidates	CVs, identification documents, educational records, work history, employment record and references, correspondence and other personal data provided by you as part of the recruitment or engagement process. We rarely process special category information such as racial, disability, trade union or health information where you have made this available to us.	We mainly collect this information directly from you during the recruitment, engagement and onboarding stages. Sometimes we collect information from third parties such as an agent acting on your behalf (particularly if you are an internal candidate of Cripps Leadership Advisors) or from a third party recommendation or a person giving a reference. We do use some publicly available sources to find information about potential candidates, specifically LinkedIn, Lusha and company websites. Also see note below this table about software programs that may be used to source candidates.	The processing is necessary for our legitimate interests of assessing suitability for potential roles, to find potential candidates. If you choose to give us special category data (listed in the second column), we will obtain your express consent to process that.
References/ referees	Contact details and correspondence.	Reference contact details may be given to us by candidates as part of a recruitment process. Other personal data about referees is given to us by you directly.	Our legitimate interests as a business in obtaining references on candidates.
Individuals who contact us with general queries	Contact details provided and correspondence.	This information is given to us by you. It is used to respond to the query and keep a record of it.	Our legitimate interests as a business in responding to and keeping a record of correspondence.

<p>Clients and potential clients</p>	<p>Contact details provided and correspondence. Contracts.</p>	<p>This information is given to us by you or is obtained from publicly available information (for example on your website).</p> <p>It is used for us to fulfil contracts and engage in business discussions.</p>	<p>Our legitimate interests as a business in responding to and keeping a record of correspondence. Some information is also necessary for us to perform our contract – for example certain contact details.</p>
<p>Advisory services to clients (i.e. where you are a client of ours we are providing advisory services to you)</p>	<p>Contact details, correspondence, Hogan and CPP assessment reports, information provided, analysis and recommendations and opinions.</p> <p>Special category information such as health, disability or ethnicity or racial information is only processed if provided by you.</p>	<p>This information is given to us by you.</p> <p>Occasionally we undertake feedback sessions as part of coaching which may involve the provision of information about you from other people known to or nominated by you.</p> <p>We use the information to provide our advisory services to you.</p>	<p>Our legitimate interests as a business in providing advisory services. Some information may also be necessary specifically for us to perform the contract.</p> <p>We only process special category data with your express consent.</p>
<p>Suppliers and contractors</p>	<p>Contact details and provided correspondence.</p>	<p>This information is given to us by you or from publicly available information (for example on your website).</p> <p>It is used for us to fulfil contracts and engage in business discussions.</p>	<p>Our legitimate interests as a business in responding to and keeping a record of correspondence. Some information is also necessary for us to perform our contract – for example certain contact details.</p>
<p>Website visitors</p>	<p>Information from cookies. For more details see our Cookie Notice below.</p>	<p>This information is collected via the cookies when you use our website.</p> <p>It is used for Google Analytics to help us understand how visitors use our website.</p>	<p>We only install non-essential cookies with your consent. For more details see our Cookie Notice below.</p>