



GDPR Candidate Agreement

At Top Drawer Talent we are committed to protecting and respecting your privacy.

This Privacy Statement will let you know how we look after your personal data with regard to your use of this website and in the context of receiving marketing communications from us. It also informs you as to our obligations and your rights under data protection law.

Below to find out more about how we collect and process your personal data in connection with your use of this website and for marketing purposes

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1. Who is responsible for your personal data?

For the purposes of the EU General Data Protection Regulation (EU Regulation 679/2016) (the “GDPR”), Top Drawer Talent is the data controller with regard to the personal data described in this Privacy Statement.

“Data controllers” are the people who or organisations which determine the purposes for which, and the manner in which, any personal data is processed, who/which make independent decisions in relation to the personal data and/or who/which otherwise control that personal data.

Our Managing Director will monitor compliance with our data protection obligations and with this Privacy Statement and related policies. If you have any questions about this Privacy Statement or about our data protection compliance please contact us.

2. What personal data do we collect?

Personal data means any information relating to an identified or identifiable natural person. Personal data can be factual (for example, a name, address or date of birth) or it can be an opinion about that person, their actions and/or behaviour.

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- Identity Data includes first name, last name, job title, copies of passport, Copies GNIB cards, date of birth, roles that you have previously worked, skill set that you possess, business sectors worked, school and college qualifications.



- Contact Data includes billing address, delivery address, home address, email address and telephone numbers.
- Client Data includes information you provide to us which is relevant to the advice/service which we are providing you with.
- Financial Data includes bank account and payment card details.
- Transaction Data includes details about payments to and from you and other details of products and services you have purchased from us.
- Technical Data includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.
- Usage Data includes information about how you use our website, products and services.
- Marketing and Communications Data includes your preferences in receiving marketing from us and our third parties and your communication preferences.

3. How do we collect your personal data?

- We collect your personal data as follows:
- We collect information from you when you contact us or apply to an open position
- We collect certain personal data through our website through the use of contact forms, email, post, web applications, social media sites, recruitment portal, job boards, online news boards and cookies.
- We collect personal data and other information from you during the course of providing you with our services.
- We may also receive your personal data from other sources in the course of providing our services or from publicly available sources such as the Company Registration Office.
- We may collect your personal data at events or seminars.

It is important that the personal data you provide us is up to date and accurate if the personal data we hold on you is inaccurate or incomplete, please contact us and we will update the information.

4. For what purposes do we process your personal data?

- Providing career advice and any other service which you have requested
- Administering billing, processing payments etc. in connection with the services we provide;
- To comply with our legal and compliance obligations including with regard to record keeping.
- To provide you with information on events we are running, agency updates, open positions, available candidates, and general industry news which we think you may be interested in;

5. Legal Bases for processing your data

- For the purposes set out above we rely on your consent, the legitimate interests of Top Drawer Talent and our clients and/or that certain processing is necessary for the performance of our agreement with you.



- We rely on the legal basis that the processing is necessary for compliance with a legal obligation to which we are subject.
- We rely on the legitimate interests of ourselves and our clients and/or on your consent.
- Where we rely on consent as a legal basis, you may withdraw consent at any time by contacting us. This includes where you wish to unsubscribe from any marketing communications you receive from us.
- Withdrawal of consent shall be without effect to the lawfulness of processing based on consent before its withdrawal.
- We use cookies to facilitate the use of our website. For detailed information on the cookies we use and the purposes for which we use them, see our cookie policy.

6. Keeping your personal data secure

- We have security measures in place to maintain the security of all personal data from the point of collection to the point of destruction. We have procedures in place to deal with actual and suspected data breaches which include an obligation on us to notify the supervisory authority and/or you, the data subject, where legally required to do so.
- We limit access to your personal data to those employees, agents and other third parties who are required to have access to your personal data and where they have agreed that they are subject to a duty of confidentiality.

7. How Long Do we keep your personal data?

- Our Company will keep your data for no longer than is reasonable required for the purposes outlined above or you withdraw your consent. Once this time period has expired, we will delete your data.
- Where you ask to be unsubscribed from marketing communications we may keep a record of your email address and the fact that you have unsubscribed to ensure that you are not sent emails in the future.

8. Marketing

Our Company would like to send you information about products and services of ours that we think you might like.

1. If you have agreed to receive marketing, you may always opt out at a later date.
2. You have the right at any time to stop Our Company from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please contact us at info@tdtalent.ie or write to us: Top Drawer Talent Limited 13 Adelaide Road, Saint Peter's, D02 P950

9. Your Data Protection Rights

Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:



- The right to access – You have the right to request Our Company for copies of your personal data. We may charge you a small fee for this service.
- The right to rectification – You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete the information you believe is incomplete.
- The right to erasure – You have the right to request that Our Company erase your personal data, under certain conditions.
- The right to restrict processing – You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.
- The right to object to processing – You have the right to object to Our Company’s processing of your personal data, under certain conditions.
- The right to data portability – You have the right to request that Our Company transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us: or write to us: Top Drawer Talent Limited 13 Adelaide Road, Saint Peter's, D02 P950

10. Privacy Policy of Other Websites

Our Company website contains links to other websites. Our privacy policy applies only to our website, if you click on a link to another website we recommend you refer to their privacy policy.

11. Contact Us

If you have any questions about Our Company’s privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us
Email us at: or write to us at: Top Drawer Talent Limited 13 Adelaide Road, Saint Peter's, D02 P950

12. Updates to this Privacy Statement

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 06th March 2021