

Zen Semiconductor Search - Privacy Policy

Overview:

We are Zen Semiconductor Search Limited, registered address: 19-20 Bourne Court, Southend Road, Woodford Green, Essex, IG8 8HD. Zen Semiconductor Search is referred within the document as “our”, “ours”, “us” and “we”, whereas “you” and “your” is reference to the relevant individual to whom it concerns. Please note that this Privacy Policy document also serves as our Data Protection Policy.

The Privacy Policy will explain how our company uses the “personal data” (as defined in Section 1) we collect from you. The document is ordered into the following digestible sections for your review and convenience:

Sections:

1. What data do we collect?
2. How do we collect your data?
3. How will we use your data?
4. How do we store your data?
5. Marketing
6. What are your data protection rights?
7. What are cookies?
8. How do we use cookies?
9. What types of cookies do we use?
10. How to manage your cookies
11. Privacy policy of other websites
12. Changes to our privacy policy
13. How to contact us
14. How to contact the appropriate authorities

Please read the following Privacy Policy carefully! We truly value how your personal data is handled and wish to ensure you are happy with this. Thank you.

1. What data do we collect?

We collect the following personal data, including but not limited to: name, age, address, date of birth, gender, photograph, marital status, contact details, education details, employment history, notice period, location history, emergency contacts, immigration/VISA status, remuneration information such as salary, stocks, shares, bonuses and pension, referee information, family information, passport copy, driving licence copy, education certifications, bank details, interests, hobbies, professional/social networking profile links and any extra information provided by you/employer/reference/other party/another individual about you. We also collect sensitive personal data if expressly shared (such as religion, politics, sexual orientation, race, ethnic origin, mental or physical disabilities) however request that this does not need to be shared unless you feel it is necessary to do so.

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2. How do we collect your data?

We collect your personal data as a result of:

- a. You sharing your personal data actively with us, or;
- b. Us having obtained your personal data actively or passively from other sources.

a. Including, but not limited to, sharing your Curriculum Vitae (CV) with us electronically or in person, directly (by or via, including but not limited to, email, professional/social networking websites, phone, text, instant messaging, video conferencing, social media, job boards, in-person, job fairs, networking events or our company website, virtually or in-person where relevant) or indirectly (including, but not limited to, from a friend, colleague, ex-colleague, spouse, relative, reference, recommendation, referral, another individual, candidate or client, electronically, virtually or in person), applying to a role advertised by us on any medium, or more generally sharing any or all personal data with us via any electronic, virtual or in-person means.

b. Including, but not limited to, professional/social networking websites, social media, job boards, job fairs, networking events, or from a friend, colleague, ex-colleague, spouse, relative, reference, recommendation, another individual, candidate or client, electronically, virtually or in person.

We do not collect your personal data automatically.

3. How will we use your data?

We adhere to the General Data Protection Regulation EU 2016/679 (GDPR), and processes personal data for the purposes of legitimate interests, as per Article 6 of GDPR “Lawfulness of Processing”, in effect as of 25th May 2018.

We collect your personal data so that we can conduct recruitment activity. This includes collecting your personal data from professional/social networking websites, job boards, job fairs, networking events or our company website, virtually or in-person where relevant, and/or obtaining a copy of your CV or similar summary of your work experience and personal data, storing and centralising all personal data on our Customer Relationship Management (CRM) system, offering our recruitment services by primarily finding suitable job opportunities for you, assessment of your personal data by our staff and using the relevant technologies within the company to assist with filtering of our database to further refine the most suitable roles for you, your personal data being shared with a prospective employer (and your CV edited into a .doc or .docx format document consistent with the branding of Zen Semiconductor Search, which may involve the careful rearranging of personal data), cross-referencing and/or sharing of relevant documentation to a prospective employer where relevant, sharing of your personal data to third parties such as accommodation or relocation bureaus where relevant, publishing of your recommendations of our service for our website or professional networking websites (should you be happy with our service provided to you!). We will obtain your explicit consent before processing or sharing your personal data with any prospective employer, client, or entity or individual of any kind.

We will on occasion engage communication with you in relation to non-recruitment activity. For example, including but not limited to, market news, advice, useful information or other; communication will on occasion be question led such as, including but not limited to, asking you about your possible knowledge on market news, advice, useful information or a candidate recommendation.

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We will in most cases communicate with you for the purposes of legitimate interests, predominantly via phone and email following our initial contact with you, or vice versa.

4. How do we store your data?

We take your personal data storage extremely seriously. Your personal data is stored in a highly secure and widely reputable cloud-based Customer Relationship Management (CRM) system which is accessible by a secure password-protected system with extensive security provisions in place both virtually and with personnel security protections in place with respect to the hardware involved, that are themselves situated in secure locations. Your personal data will only be accessed by Zen Semiconductor Search, and only when relevant, via login to the CRM system.

In the highly unlikely event of a breach, our staff are trained within the necessary protocols to react accordingly, and you will be informed immediately upon learning of any such breaches. If you suspect any misuse, loss or unauthorised access of your personal data, see “13. How to contact us...” to get in touch with us.

In terms of the retention of your personal data, if this has become no longer relevant for the purposes of legitimate interest, for which such information was initially collected, Zen Semiconductor Search will delete your data following 5 years (it may be longer if we believe in good faith that we are required to retain such personal data for legal or other regulatory reasons) of no meaningful contact with you.

5. Marketing

We will on occasion send or provide marketing information by or via email, professional/social networking websites, phone, text, instant messaging, video conferencing or social media to be received by mostly direct (and sometimes indirect) means, that is deemed appropriate for you based on your personal data. While we endeavour to ensure such communication is minimal, you remain welcome at any time to opt-out.

In order for us to update your preferences, see “13. How to contact us...” to get in touch with us.

6. What are your data protection rights?

Under certain conditions, you are entitled to the following:

The right to access.	You have the right to request copies of your personal data.
The right to rectification.	You have the right to request the correction or completion of any information you believe is inaccurate or incomplete.
The right to erasure.	You have the right to request that your personal data is erased.
The right to restrict processing.	You have the right to request the restriction of the processing of your personal data.
The right to object to processing.	You have the right to object to the processing of your personal data.
The right to data portability.	You have the right to request the transfer of your personal data that we have collected to you or another data controller.

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We will endeavour to resolve such a request as quickly as we can, however please note that lawfully this can take up to 1 month. See “13. How to contact us...” to get in touch with us.

7. What are cookies?

Cookies are text files or pieces of information that are stored on your computer to collect and record your navigation of a website so that, upon revisiting, it can provide more tailored content based on the information stored from your previous visit. Cookies can be used for several reasons, including but not limited to, advertising and marketing purposes and analysing website traffic.

8. How do we use cookies?

The way cookies will be used is to be confirmed.

9. What types of cookies do we use?

The types of cookies to be used are to be confirmed, including some or all of the commonly categorised types: Strictly Necessary, Performance, Functionality and/or Targeting or Advertising cookies.

10. How to manage your cookies

It remains to be seen how the website will interact with a user; however, you can set your browser not to accept cookies should you wish. Please note that in doing so, some of our website features are likely to not perform optimally or not function as a result.

11. Privacy policy of other websites

This may contain links to other websites however the Privacy Policy applies only to our website. It is recommended to read the Privacy Policy on any new site you navigate.

12. Changes to our privacy policy

We keep our Privacy policy under regular review and places any updates here. This Privacy Policy was last updated on 5th November 2024.

13. How to contact us

We welcome your contact for any reason regarding this Privacy Policy, especially relating to your personal data, your rights, or wish to exercise them.

Email is the most efficient way for us to deal with your request, however you are welcome to call us or write to us at any time we will be happy to help you as soon as we can.

Email (General): info@zensemiconductorsearch.com

Email (Data): data@zensemiconductorsearch.com

Phone: +442070787266

Write: Zen Semiconductor Search Limited, 19-20 Bourne Court, Southend Road, Woodford Green, Essex, IG8 8HD.

Zen Semiconductor Search Ltd

Registered address: 20 Bourne Court, Southend Road, Woodford Green, Essex, UK, IG8 8HD | Phone: +442070787266

Registered Number: 11541652 | Registered in England & Wales

info@zensemiconductorsearch.com

14. How to contact the appropriate authorities

We will endeavour to deal with any or all enquiries you might have at the earliest and will do whatever we can to ensure you are happy with how we are using your personal data, however if you feel we have not addressed or resolved your concern, or have done so in an unsatisfactory manner and therefore wish to file a complaint, you are able to register this with the Information Commissioner's Office (ICO):

Website: <https://ico.org.uk/global/contact-us>

Phone: +443031231113

Write: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Thank you for taking the time to read our Privacy Policy.
We hope you are happy with how we handle your personal data!**