

# **PRIVACY STATEMENT**

## **1. INTRODUCTION**

Leading Edge Consultancy Services Limited, otherwise known as Leading Edge Consulting (LEC) is a Management Consulting Firm. LEC is a member firm of IRC Global Executive Search Partnership. LEC is committed to protecting the confidentiality and privacy of personal information provided to it by service users/clients candidates, or individuals.

This privacy statement explains what information we collect about you, how we use your information, to whom we may give that information as well as your rights in relation to your information and who you can contact for more information, clarification or queries.

## **2. DATA CONTROLLER**

Leading Edge Consultancy Services Limited (Leading Edge Consulting) is the Data Controller.

In this privacy statement, The Firm, 'We', 'Us' and 'Our' mean Leading Edge Consulting (LEC)

## **3. SCOPE OF OUR PRIVACY STATEMENT**

This privacy statement applies to our service users and individuals who submit personal information to LEC whether, it is submitted on our website, in paper, recorded on computer database or other materials.

## **4. WHAT PERSONAL INFORMATION WE COLLECT**

Generally, we collect or obtain personal information when you choose to provide it to us. (for example in a form or on our website). We collect personal information when you submit your resume or CV to us or when you complete a form on our website, electronically or in paper. LEC will only collect personal information needed to render our services or to comply with our legal obligations and will not share your information with any third party, other than where necessary for the purpose of providing our services or comply with a legal obligation. At every data collection entry point, LEC will aim to ensure that the service user or individual understands why the information is needed and what it will be used for.

## **5. THE LEGAL GROUNDS WE HAVE TO USE YOUR PERSONAL INFORMATION**

LEC generally uses your personal information for the purpose of fulfilling your request or rendering our services or to comply with our legal obligations and will not share your data with any third party, other than where necessary. We will rely on one of these lawful grounds to process your personal information:

**a) Performance of a contract:** this is when the processing of your personal information is necessary in order to perform our legitimate obligations under a contract.

**b) Your consent:** This is when you have given us consent to process that data. You have the right to withdraw your consent at any time by informing us of the withdrawal.

**c) Legitimate interests:** LEC may process your information where it is in our legitimate interest in performing a lawful operation or business or do so in order to further our services provided that such interests are not outweighed by your interests.

**d) Legal obligation:** this is when we are required to process your personal information in order to comply with a legal obligation.

LEC only collects personal information when the relevant individuals voluntarily provide us with this information or where such information is required or permitted to be collected by law or professional standards. Please use your discretion when providing “sensitive” information to LEC, under any circumstances. Do not provide such information to us, unless you thereby consent to LEC use of that information for its legitimate business purposes and consent to the transfer and storage of such information to and in our databases.

## **6. TO WHOM WE MAY DISCLOSE YOUR INFORMATION**

LEC does not share personal information with unaffiliated third parties of the network except you authorize us to or when it is necessary for our legitimate professional and business needs, to carry out your requests, and/ or as required or permitted by law or professional standards. This would include: LEC’s strategic partners who provide professional services to us, courts, tribunal, law enforcement agencies or regulatory bodies.

## **7. HOW LONG WE KEEP YOUR PERSONAL INFORMATION**

We will retain your personal information on our systems for the longest of the following periods: (a) as long as it is necessary for the relevant activity or services (b) any retention period that information is required by law (for example: tax law, labour law, trade law etc) (c) the end of the period in which litigation or investigations might arise in respect of the activity or services. At the expiration of the applicable retention period, LEC may archive your information for up to 36 months and delete it appropriately afterwards.

## **8. DATA SECURITY**

LEC has carried out the technical and organizational measures necessary for securing personal information against unauthorized access, accidental or unlawful loss, alteration, disclosure, misuse, destruction and other unlawful processing.

The access to personal information is strictly restricted to those who have a need to know. Those individuals are required to maintain the confidentiality of such information. LEC employees receive privacy training and must comply with IRC (Nigeria)/ Leading Edge Consulting privacy practices as a condition of employment. Each consultant/relevant employee is required to sign a confidentiality agreement upon joining the firm – agreeing to maintain the privacy and confidentiality of all information shared within the firm.

## 9. LINKS TO OTHER WEBSITES

Please note that LEC website (<https://www.lecinternational.net/en/>) may contain links to other sites held by other IRC member firms that are not regulated by this privacy statement but by other privacy statements that may differ somewhat in their terms. We advise our services users to review the privacy statement or policy of each site visited before disclosing any personal information.

## 10. COOKIE POLICY

The LEC website may use cookies to log specific user-related information whenever you visit us online. Cookies are small text files stored on the device you use to access the website. This allows the site to remember your computer or device and serves a number of purposes such as analyzing demographic and profile data about our visitors' activity on our website. The analysis and processing of such information allow us to ensure the functionality of the website and improve your online experience.

However you may prevent cookies from being stored on your device by adjusting the respective settings on your Internet browser. You can do this by consulting the help section of your browser.

## 11. CHILDREN

LEC recognizes the importance of protecting children's privacy, especially on an internet environment. The contents on our site are not intentionally designed for or directed at children under the age of 13. It is our policy never to knowingly collect or maintain information about anyone under the age of 13, except as part of an engagement to provide professional services.

## 12. YOUR RIGHTS:

LEC is committed to ensuring that the rights of service users or individuals about whom information is held, can be fully exercised. You have the following rights:

**a) Right of Access:** You have the right to make a written request (sometimes called "Subject Access Request") to LEC for details of your personal information and to have a copy of that personal information.

**b) Right to rectification:** You have the right to have inaccurate or incomplete information about you corrected or removed.

**c) Right to erasure:** You have the right to have certain personal information about you erased if we are keeping it longer than required or its processing is restricted in certain circumstances.

**d) Right to restriction of processing:** You have the right to request that your personal information is only used for restricted purposes.

e) **Right to object:** You have the right to object to processing of your personal information.

f) **Right to data portability:** You have the right to ask for your personal information provided to us be transferred to you or a third party in machine-readable formats.

### **13. HOW TO EXERCISE YOUR RIGHTS/ MAKE REQUEST**

You can make a request or exercise these rights by contacting **privacy.nigeria@ircsearchpartners.com**

### **14. AMENDMENTS TO THIS PRIVACY STATEMENT**

LEC may amend this Privacy Statement from time to time to reflect its current privacy and confidentiality practices. When such changes or modifications occur, we would revise the date of the last update as stated below.

Please note that submitting your personal information to us constitutes acceptance to this privacy statement as published on LEC website (**<https://www.lecinternational.net/en>**). We therefore encourage you to periodically review this privacy statement to be informed about how LEC is protecting your information.

**Last Date Update: September, 2018.**