



## **Tascon Legal & eDiscovery – Candidate Privacy Notice**

Effective Date: August 2025

Tascon Legal & eDiscovery is the trading name of Tascon Legal Services Ltd, registered in England and Wales under company number 05361804. Our nominated representative is Pablo Fernandez Tascon.

Tascon Legal & eDiscovery (“we”, “us”, or “our”) is committed to protecting the privacy and confidentiality of the personal data of candidates who submit applications or engage with our consultancy services. This Privacy Notice explains how we collect, process, store, and share your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

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### **1. Scope and Purpose**

**Tascon Legal & eDiscovery** is a boutique legal and eDiscovery consultancy, providing advisory services, project-based solutions, and professional development to law firms, in-house legal teams, and organisations managing complex eDiscovery and document review matters.

Personal data provided by candidates is collected and processed solely to maintain a database of suitable candidates for potential future consultancy projects or assignments. This enables Tascon Legal & eDiscovery to efficiently identify and engage professionals with the appropriate skills and experience when a consultancy or project opportunity arises, whether initiated by our company or a client.

No candidate information, including CVs or professional profiles, will be shared with any client or third party without the candidate’s prior, explicit consent. Candidates retain full control over whether their personal data is shared for any specific opportunity.

This notice applies to candidates who submit personal data for consideration for consultancy roles, project-based assignments, and professional development initiatives within the legal and eDiscovery sector.

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## **2. Categories of Personal Data Collected**

### **Personal Information:**

- Full name, contact details, date of birth, and other identifiers.

### **Professional Information:**

- Curriculum vitae (CV), qualifications, work history, references, skills, and certifications relevant to the assignment or project.

### **Other Information:**

- Availability, preferences, and any additional details relevant to project or consultancy engagement.

### **Sources of Personal Data:**

- Directly from candidates through applications, email correspondence, telephone communications, or document submissions.
  - Automatically through website interactions (e.g., IP address, browser type, login information, clickstream data).
  - From publicly available or third-party sources, such as professional networks (e.g., LinkedIn), corporate websites, CV databases, or business recommendations.
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## **3. Purpose and Legal Basis for Processing**

We process personal data for the following purposes:

- Assessment and consideration for project-based assignments or consultancy roles.
- Provision of professional development, training, or advisory services.
- Communication regarding opportunities relevant to your professional career or our services.
- Compliance with legal and regulatory obligations.
- Improvement of operational systems and internal processes.

Legal bases for processing include:

- Legitimate interests in managing assignments, maintaining candidate records, and conducting consultancy operations.



- Contractual obligations where a service agreement exists or is contemplated.
  - Legal obligations imposed under applicable law.
  - Consent, particularly for marketing communications or data transfers outside the EEA.
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## **4. Disclosure of Personal Data**

We may disclose personal data in the following circumstances:

Mandatory Disclosures (by law):

- Where legally required, for example to comply with a court order, regulatory obligation, or to protect the rights, property, or safety of Tascon Legal & eDiscovery, its clients, or others.

Operational Disclosures:

- To members of our group, or to suppliers, subcontractors, or professional advisors strictly for internal operational purposes (e.g., IT, data processing, analytics).
- No personal data that could identify a candidate for client consideration or project purposes will be shared with any third party without the candidate's express, prior consent.

Candidate Consent for Client Sharing and International Transfers:

- Any CV, profile, or personal information will only be shared with a client once the candidate has explicitly provided consent.
- Any transfer of personal data outside the EEA for client consideration or project purposes will only occur after the candidate has been informed and has given express consent.
- Candidates may withdraw consent at any time, and their personal data will not be shared without their permission.

Lawful basis for third-party processing:

- Legitimate interests of the third party, primarily to fulfil business operations or project needs.
- Contractual obligations as our service provider.
- Compliance with legal obligations.

- Performance of a contract in place or contemplated.
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## 5. International Transfers and Processing

- Personal data may be transferred to and processed outside the UK or EEA by staff or service providers engaged in consultancy services or project assignments.
  - Candidates will be informed of any such transfer and their express consent obtained before any personal data, CV, or related information is shared.
  - We implement appropriate safeguards to ensure compliance with UK GDPR requirements for international data transfers.
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## 6. Data Security

We implement strict technical and organisational measures to protect your personal data, including:

- Secure storage on encrypted servers.
- Encryption of sensitive transactions.
- Password-protected access to candidate portals; passwords must not be shared.
- Internal procedures to prevent unauthorised access, disclosure, or misuse.

**Note:** While we take all reasonable precautions, internet transmissions cannot be guaranteed as completely secure; any data transmitted online is at the candidate's own risk.

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## 7. Retention of Personal Data

Personal data will be retained only for as long as necessary to fulfil legitimate business purposes or comply with legal obligations.

We ensure accuracy and integrity of personal data by:

- Verifying information prior to assignment or service provision.
- Maintaining regular communication so candidates can update or correct their data.

- Segregating data by type and purpose, with retention periods determined based on:
  - Nature and sensitivity of the data
  - Accuracy of information
  - Legal obligations
  - Whether a project, service, or engagement has been completed
  - Our professional knowledge of the legal and eDiscovery sector

#### **Handling of Data:**

- Archiving, retention in internal systems, or deletion from main databases.
- Pseudonymisation where requested, particularly following restrictions or erasure requests.

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## **8. Candidate Rights**

Under UK GDPR, candidates have the following rights:

- **Access:** Request a copy of personal data held.
- **Rectification:** Correct inaccurate or incomplete data.
- **Erasure:** Request deletion where no legitimate reason exists to retain data.
- **Restriction:** Request suspension of processing under specific circumstances.
- **Objection:** Object to processing based on legitimate interests or for marketing.
- **Data portability:** Request transfer of data to another organisation where practicable.
- **Complaints:** Lodge complaints with the **Information Commissioner's Office (ICO):** <https://ico.org.uk/concerns/>.

Requests should be submitted to: **info@tasconlegal.com**. No fee applies unless requests are manifestly unfounded or excessive.

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## **9. Marketing Communications**

- Candidates will be asked for express consent before their personal data is used for marketing purposes.
  - Consent may be withdrawn at any time by contacting [info@tasconlegal.com](mailto:info@tasconlegal.com).
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## **10. Third-Party Websites**

Our website may contain links to third-party websites. These websites have independent privacy policies, and Tascon Legal & eDiscovery is not responsible for their content, practices, or the handling of personal data on such sites. Candidates are encouraged to review the privacy policies of any third-party websites they visit.

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## **11. Changes to This Privacy Notice**

Any updates to this Privacy Notice will be posted on this page and, where appropriate, notified to candidates by email. Candidates are encouraged to review this notice periodically to remain informed of how their personal data is handled.

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## **12. Contact Information**

Questions, comments, or requests regarding this Privacy Notice should be directed to:

Tascon Legal & eDiscovery

Email: [info@tasconlegal.com](mailto:info@tasconlegal.com)

Website: <https://tasconlegal.com/contact-us/>