

# **PRIVACY AND COOKIES POLICY\***

Updated: 01 September 2020

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## **PRINCIPLES**

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At RMC Hub, we place great importance on the security of your data and commit ourselves to protect the privacy and treat personal data of every person using our services as highly confidential.

You may visit our website without providing your personal data. During your website visit, we only save access data containing any personal details. The data is solely assessed to improve our website services and does not allow insight into your identity.

Personal data is only saved during your visit to our website if you voluntarily submit it to us, for example, by using our online contact form or by sending us an application through our application form.

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## **COLLECTING AND USING PERSONAL DATA**

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As an executive search agency, we engage in active sourcing. By doing pro-active research, we identify potential candidates which might have an interest in the roles for which we are recruiting. Through networking, but also via organisational websites and portals such as LinkedIn, we find and obtain contact details of the potential candidates in order to contact them

to see if they would be interested in our roles. If we have your contacts, this also means we might have been told about you, someone might even connect us to you or give us your contact details. We consider having a legitimate interest to process this data, but you may be assured that your name and other details will be secure in our systems and will not be shared with anyone outside RMC Hub. You can also ask us at any time to delete this data. If we feel you have an interest in hearing from us, we will contact you to enquire if you would be interested in speaking with us regarding a certain available position.

You also have the possibility to submit your data through our online contact form as well as to upload your résumé. Entry of this data is explicitly done on a voluntary basis.

In all our recruitment procedures (when we approach candidates or vice versa) the applications will go through the same process. All candidates submit their CV and motivation letter (Word documents) via RMC Hub's online system. When doing this, they give written consent that we may store and review personal data for a specific period.

We use the application data we receive from potential candidates only to evaluate and process their application. This personal data shall be treated confidentially and shall be used solely for its intended purpose according to the respective valid data protection provisions and shall not be forwarded to a third party outside our organisation (RMC Hub) without consent. If you are a potential candidate who have applied for a role, your data shall only be transmitted to our clients (the employing organisation) after an extensive screening call with you and having received your written consent.

RMC Hub has completed a recruitment process, your personal data will be deleted from our system unless we have obtained your written consent that your data may remain in our database. Thereafter, any transmission to third parties may only take place after another screening call and after having received your written consent.

Transmission of your data to another third party or for marketing purposes shall not take place under any circumstances.

For our marketing purposes, we only use data of potential clients that are publicly available, or data provided by our clients, based on legitimate interest ground.

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## **TRANSMISSION OF DATA TO A THIRD COUNTRY**

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During a recruitment process, it may be the case that we have to transmit your personal data to a third party country/organisation whose data protection laws are inferior to those in the country we are serving for. In those instances, we will do our best to offer a substantively similar protection of personal data shared with us.

RMC Hub (our partner agency) implements the same level of data protection as RMC Hub by the relevant country law and General Data Protection Regulation.

Certain data that we process, might be processed and stored outside the territory, on locations determined by our processors.

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## **DATA SECURITY**

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We put special emphasis to employ technical and organisational measures in order to safeguard our website and other systems against loss, destruction, access, changes or the distribution of your data by unauthorized persons, taking into account the risks appropriate to each dataset or data-processing activity.

However, please note that notwithstanding our best efforts, complete data security and protection against all risks are not possible.

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## **DATA RETENTION**

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We will keep your Personal Data for no longer than is necessary for the purposes for which they are processed. We have set out specific retention periods where possible. Where that has not been possible, we have set out the criteria we use to determine the retention period.

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## **RIGHTS OF DATA SUBJECT**

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You always have the right to get information about the ways in which we process your data, to obtain a copy of the personal data being processed by us, as well as the right to request that it be corrected or erased (the right to be forgotten). Under certain circumstances, you may also object to processing, or ask that processing of your data is restricted, or that it be transmitted directly to another controller (data portability). You may always withdraw consent previously given to us.

In accordance with applicable laws, you also have the right to lodge a complaint with a competent supervisory authority.

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## **USE OF COOKIES**

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We use so-called cookies on different pages to make our website more user-friendly, attractive and secure, and to enable the use of specific functions, especially to remember language settings or to enhance security on forms. Cookies are small pieces of information that are stored on your computer. Most of the cookies used by us are deleted after the browser session has ended (session cookies). Some cookies may remain on your device and enable us to recognise your browser during your next visit (persistent cookies). You may adjust your browser settings in such a way that you will be informed about the issuing of cookies and, in each case, may decide on the acceptance or principal exclusion of cookies. Please note the functionality of our website may be limited through this.

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## **WEB ANALYSIS THROUGH MATOMO AND GOOGLE ANALYTICS**

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This website uses Matomo (previously Piwik) for a statistical analysis. For this, cookies transmit text files, user activity logs (including a log of your abbreviated IP address) to the server and store them for user analytics after anonymisation. The information about the website usage generated will not be passed on to third parties.

You can block the installation of cookies by changing a setting in your browser software; however, please be aware that, if you block cookies, you might not have full use of all functionalities of this website.

We use Google Analytics to analyze the use of our website. Our analytics service provider generates statistical and other information about website use by means of cookies. These cookies are used to collect information about how visitors use our site. The information generated relating to our website is used to create reports about the use of our website.

You can block the cookies customizing your browser: in [Internet Explorer](#), [Firefox](#), and [Safari](#). In Chrome (version 41), you can delete all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Clear browsing data", and then selecting "Cookies and other site and plug-in data" before clicking "Clear browsing data"

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## TWITTER

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Our website uses the sharing button of the social network Twitter, Twitter Inc., 795 Folsom St., Suite 600, San Francisco, CA 94107, USA ("Twitter").

The Twitter sharing button is merely a link to the provider, Twitter. Accordingly, no data of any kind is transmitted when you view our website. Only if you click the button will Twitter find out the website you are coming from, as is the case with any link. Twitter alone is responsible for the further processing of this information.

The link to Twitter's data privacy statement can be found [here](#).