



**SRC SEARCH**

# **SRC-SEARCH PRIVACY POLICY**

## **Our Commitment To You**

You are at the heart of everything we do. Our goal is to maintain your trust and confidence by handling your personal information with respect and putting you in control.

It is important to know what personal information SRC-Search collects about you and how we use it. This privacy statement has been developed in line with the General Data Protection Regulation (GDPR) and is intended for all whom we interact with.

We have done our best to make our explanations short and easy to understand. But, if you would like further information, or have any questions, please contact our Data Protection Officer using the details in the 'Contact' section below.

If we ever make any major changes to our privacy practices, we will let you know. If necessary, we will also ask for your permission.

## **What Information We Have & Where We Get It**

We collect and process only the most basic forms of data about you when we are in direct contact, albeit by phone, email, on our website or through social media.

## **How We Use Your Information & Why**

We collect and use your information for our sole business purpose which is to help you find the ideal candidate for your vacancy or to help you find the ideal position you have been looking for. Nothing more, nothing less.

## **Who We Share Your Data With & Why**

We share your data with our clients (not until we have permission from you), daughter companies, our data processor and government agencies or other authorised bodies where permitted or required by law.

## **Your Choices & Rights**

Among other rights, you have the right to access the information we have about you. You also have the right to request that your data be erased or restricted from further use.

## **Looking After Your Information**

We are always taking steps to make sure your information is protected and to delete it securely when we no longer need it.

## **Contact Us**

If you have any questions or comments about this Privacy Policy, or how we handle your information, please get in touch with us.

## What Information We Have & Where We Get It

We only collect and process the most basic forms of information to help find candidates for our client's open position or to find a position for our candidate(s) now or in the (near) future.

Information such as your name, contact and address details, education and employment history are the data we focus on. We receive this information from you when we are in direct contact.

Additional circumstantial information such as looking for a relocation, working part-time, not being able to travel much, not being interested in job offers or only looking for managerial positions etc. is vital for providing our services and is likely to be processed.

Information shared via social media such as LinkedIn might also be processed in line with this section.

We are not at all interested in sensitive data related to ethnicity, religion, political beliefs etc.

Our website does not use cookies, does not track you in any other way nor do we use any analytics programs. We just want you to use our website freely to read up on who we are, what we do and how we can best help you.

## How We Use Your Information & Why

In accordance with the data protection laws, we need a lawful basis for collecting and using information about you.

The lawful bases on which we rely in order to process the information which we collect about you for the purposes set out in this Privacy Policy will be:

- using your information is necessary for the pursuing of legitimate interests of our company, our clients and our candidates. For example: processing your spontaneous application for a position we advertise or processing the details of your vacancy you have outsourced to us.
- using your information is necessary to fulfil a contract you have with us. For example: executing our agreed terms of business or placing you (a candidate) in your new position.
- you have provided consent to our use of your information. For example: executing a search for your company or introducing you (as a candidate) to our client.
- to comply with legal obligations such as laws, regulators, court orders, or other legal obligations, or pursuant to legal process.

## Who We Share Your Data With & Why

- for our clients: our candidates, but only after having your permission.
- for our candidates: our clients, but only after having your permission.
- daughter companies affiliated with SRC-Search.
- our third-party service provider (also known as a data processor) for safe storage of your data. Please note our service provider does not have direct access to your data.
- governmental agencies or other authorised bodies where permitted or required by law.

## Looking After Your Information

Your information will be stored securely on our electronic systems. Our security measures and procedures reflect the seriousness with which we approach security and the value we attach to your information. These measures and procedures are audited and reviewed.

Only relevant members of staff will have access to the information you provide to us. Those members of staff will have received appropriate data protection training.

We only keep your information for as long as required for the purposes outlined in this Privacy Policy as well as in accordance with the Data Protection Legislation and for any legal purposes for

which we are obliged to keep the information. We will securely delete your information when it is no longer required for these purposes.

Your information may be transferred outside of the EU but when transferring information in this way, there are strict rules in place to ensure your data is still protected to a high standard. Where we do this, we will ensure that appropriate safeguards are put in place including but not limited to:

- Standard Contractual Clauses approved by the European Commission
- EU-US Privacy Shield

## Your Choices & Rights

In relation to the information which we hold about you, you are entitled to:

- see a copy of the information;
- ask us to rectify the information where it is inaccurate or is incomplete.
- ask us to erase the information.
- ask us to restrict what we do with your information.
- object to our use of your information and ask us to stop that use, in certain circumstances;
- instruct us to provide you with the information we hold about you in a structured and commonly used format or transmit that information directly to another organisation.
- contest any automated decision we make about you.

Please note that whilst we will carefully assess every request, we receive we may not always have to comply. When this happens, we will explain why. To ensure any request is answered in a timely manner we have processes in place that allow us to respond within one month of receipt.

Where we are using (some of) your information because you have provided your consent to that use, you are entitled to withdraw your consent at any time. The lawfulness of our use of your information before consent was withdrawn is not affected. You can do this by contacting our Data Protection Officer.

You also have the right to lodge a complaint with the Dutch authorities if our efforts to help you exercise your rights have not led to a satisfactory outcome.

## Other Websites

Our Site may contain links to other websites which are outside our control and are not covered by this Privacy Policy. If you access other websites using the links provided, the operators of these websites may collect information from you which will be used by them in accordance with their own privacy policies, which may differ from ours. Therefore, if you use these links to leave our Site and visit websites operated by third parties, we cannot be responsible for the protection and privacy of any information that you provide whilst visiting those websites. Please check these policies before you submit any personal data to these websites.

## Reviewing Our Privacy Policy

This Privacy Policy is effective as of May 25, 2018 and may be amended by SRC-Search at any time. If we adjust our Privacy Policy in the future, we will set out those adjustments here. This way you will always know what personal information we gather, the purposes we might use it for and to whom we might disclose it to.

## Contact Us

Our Data Protection Officer is responsible for overseeing what we do with your information and monitoring our compliance with data protection laws. If, at any time, you have questions or concerns about our privacy commitment, please contact us at: Data Protection Officer, SRC-Search BV, Overschiestraat 63, 1062 XD, Amsterdam, the Netherlands or via [admin@src-search.com](mailto:admin@src-search.com) or call our Amsterdam office to speak to one of our representatives who will be able to assist you further.