



Privacy Statement Frima Executive Search

1 March 2020

Frima Executive Search (hereinafter: FES) is committed to protect your privacy. This means that we collect and process information in accordance with the General Data Protection Regulation (GDPR) – effective from 25 March 2018. By using our website and sending us information, you consent to the processing of your personal information in accordance with this Privacy Statement.

We will ensure that the information controlled by us remains private and is used only for purposes as set below. In this Privacy Statement, we would like to inform you regarding the following topics:

1. What information do we collect from you?
2. How do we collect your information?
3. Why do we collect this information?
4. How long are personal data stored?
5. How do we protect this information?

1. What information do we collect from you?

The following Personally Identifiable Information we could collect from you as a:

Candidate	Client
<ul style="list-style-type: none">✓ First and last name✓ Address✓ E-mail address✓ Telephone number✓ Curriculum vitae - including your name, address (and proof of address), gender, date of birth, education, work experience, e-mail address, telephone details, nationality, resume and any other information you have provided (such as when you add your own photo to your resume).✓ Under certain circumstances we also ask you to provide salary details.✓ Grades education (e.g. Msc, Bsc, high school, MBA)✓ Copy of a passport✓ Financial data or copies of e-mails and contracts, under the condition that such data relates to a natural person.✓ Conversation notes and relating e-mail / whatsapp-correspondence - personal reports about contact moments (via telephone or face-to-face interviews).	<ul style="list-style-type: none">✓ Name Company✓ Name contact person(s)✓ Address Company✓ E-mail address contact person(s)✓ Telephone number contact person(s)✓ Job title(s)✓ Job description(s)✓ Job remuneration✓ Employee benefits policy✓ Conversation notes and relating e-mail / whatsapp-correspondence - (via telephone or face-to-face interviews)

FRIMA EXECUTIVE SEARCH

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2. How do we collect and process your information?

FES collect your Personally Identifiable Information as follows:

- Dealing with client/candidate via telephone, letter, e-mail, internet or a face-to-face meeting.
- Registering with us via our website.
- Submitting a CV via our website.
- Subscribing to any other communication form used by us.
- Submitting any information via our website in connection with an application.
- Information that is publicly available on Social Media platforms.

When we process your personal information we do this on the basis of Article 6 paragraph 1 under a, b or f EU Data Protection Regulation. If we process your personal information on the basis of Art. 6 paragraph 1 under f the legitimate interests we pursue are to enable us to offer clients the most suitable candidate for the respective position and to offer the best possible position to the candidates.

3. Why do we collect information?

We collect and process your information in order to be able to carry out our recruitment & selection or executive search services properly. We collect the information you choose to submit on our website or information that you choose to send to us via other communication tools such as e-mail or a face-to-face meeting. We may also collect information that is publicly available on social media platforms such as LinkedIn.

Based on the following *purposes* we might process the collected information:

Candidate	Client
<ul style="list-style-type: none">✓ Comply with valid laws and regulations✓ Recruitment services purposes✓ Start and execution of an employment contract✓ Execution and fulfilment of agreements with clients✓ Informing applicants and candidates about suitable vacancies✓ Informing applicants, candidates and clients about our services	<ul style="list-style-type: none">✓ Comply with valid laws and regulations✓ Recruitment services purposes✓ Informing companies, clients & company contacts about our services

Summarizing, we share personal data in all cases where we are legally obliged to do so (e.g. disclosure to the government or law enforcement agencies). We provide exclusively to third parties and only if this is necessary for the implementation of our agreement with you or to comply with a legal obligation. We share information from you as a candidate with our clients in case you have given an oral agreement.

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4. How long are personal data stored?

Please be informed that we do not store personal data longer than strictly necessary to achieve the purposes for which your data are collected and based on legal requirements. We retain personal data as long as necessary for the processing purposes for which the personal data have been collected and all other permitted related purposes. When we no longer need personal data, we will irreversibly anonymize the data or destroy the data in a safe manner.

5. How do we protect this information?

FES takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you feel that your details are not properly secured or there are indication of abuse, please contact Floor Frima (floor@frimaes.nl / +31 6 25008406).

Cookies

If you visit our website, we may track the visits using cookies. We note that FES uses technical, functional and analytical cookies that do not infringe your privacy. Cookies are packages of data that are stored on your computer, tablet or smartphone when you first visit our website.

Our website uses cookies to distinguish you from other users on our website. It helps us to record user-specific information such as page visits, time on page and pages viewed. Using cookies helps us to provide better service to our visitors and gives information that is used to manage our website. The ensure that the website works properly and remembers, for example, your preferences. We can also optimize our website with this.

You can opt-out by setting our internet browser so that it does not store cookies anymore. In addition, you can also delete all information previously saved via the setting of your browser.



Liabilities

Liability of FES for indirect damage, including consequential loss and loss of income, is in all cases excluded. We are not liable for any Personally Identifiable Information sent to us not needed for the purposes mentioned in our Privacy Statement.

Changes to this Privacy Statement

This Privacy Statement may be changed by us at any time. If we decide to change our Privacy Statement, we will post the changes we made here, so that you are always informed regarding the information we collect and how we use this information. This privacy notice is in accordance with the latest data protection laws in force. From the 25th of May 2018 this will be the General Data Protection Regulations.

When to get in touch with FES

At any time, you can get in touch with us in order to:

- Request access to any personal information we hold about you and to be informed whether we process your personal information.
- Ensure that your personal information is precise, complete and up to date. We may also get in contact with you to check if the information you provided to us is still up to date.
- Request to remove of personal information you provided us.
- Ensure that we only process your information with your consent you can request restriction of, or object to, processing your information. Collecting and processing information is necessary to be able to carry out our services properly. Keep in mind that restriction or objection can mean that you will not be able to take advantage of our services.

Contact details: floor@frimaes.nl / +31 6 250084066.

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