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## PRIVACY POLICY

PACT respects your privacy and values the trust that you place in us. We are committed to keeping your information secure and managing it in accordance with our legal responsibilities under the privacy and data protection laws where we operate. We communicate data privacy and security guidelines to our employees and we enforce privacy safeguards within our business.

We follow these principles in order to protect your privacy:

- we do not collect more information than is necessary
- we do not use your data for purposes other than those specified
- we do not keep your data if it is no longer needed
- we only provide your data to select third party clients for the specific purposes listed below

You do not give out personal information by visiting our website. We only keep track of anonymous traffic data.

### 1. INFORMATION COLLECTION & TRACKING

Privacy Policy, Information collection & tracking

#### 1.1 When you visit our website

No data is collated and the site has no cookies deployed.

#### 1.2 When you submit a CV to us

When you submit a CV to us we collect the personal data you give us to be used for the following purposes and collated with additional data obtained from publicly available data, data from interactions with you and with related third parties.

### 2. WHEN YOU CONTACT US

While you can use our website without giving out your personal information, once you contact us via the website, PACT collects information about you.

The information you fill in (personal information such as your name, email address, organisation) will be processed and stored so that it is possible for us to contact and respond to your request, and/or allow you access to our services. Where you have indicated you would like to receive a newsletter from us, we may send email alerts and bulletins to tell you about our services and about positions we think you may be interested in.

You can also unsubscribe from receiving electronic marketing messages by following the “unsubscribe” instructions included in our communication.

#### 2.1 Recruitment

If you share information with PACT, such as a CV, we will collect, process and store the information you have sent us for recruitment-related purposes. Additionally, we may keep your data for a period of time for the purpose of maintaining future contact for providing the relevant service, and in accordance with legal, tax and accounting requirements.



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### **3. INFORMATION SECURITY**

PACT seeks to ensure the security of personal data. When we collect information about you, we also make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical and organisational measures. However, no internet-based site can be 100% secure and therefore we cannot be held responsible for unauthorised or unintended access that is beyond our control.

### **4. ACCESS TO INFORMATION**

You have the right to request access to the information we have on you. You can do this by contacting [dpo@digitalpact.net](mailto:dpo@digitalpact.net) & we will respond to access requests within all applicable time-frames.

We will make sure to provide you with a copy of the data we process about you at no charge. In order to comply with your request, we may ask you to verify your identity.

We will fulfil your request by sending your copy electronically, unless the request expressly specifies a different method. For any subsequent access request, we may charge you a small administrative fee.

In some circumstances, e.g. where required or permitted by law, we might not be able to provide you with access to some of your personal information, but we will notify you of the reasons for this, where appropriate.

### **5. INFORMATION CORRECTION & DELETION**

Please do keep your details up to date and notify us of any changes to your personal information. If you believe that the information we have about you is incorrect, you are welcome to contact us so we can update it and keep your data accurate. Any data that is no longer needed for the purposes specified in Information Collection will be deleted.

Where your information is no longer required, we will dispose of it in a secure manner and, where required by applicable law we will notify you when such information has been disposed of. If at any point you wish for PACT to delete information about you, you can simply contact us.

### **6. WHEN THIS PRIVACY POLICY APPLIES**

This Privacy Policy is applicable to the services offered by PACT directly and via our website. If our website contains links to other websites, once redirected to another website, this Policy is no longer applicable.

The purposes for which we hold and process data include:

- the processing of job applications, in partnership with our clients, for whom we are instructed to provide Executive Search services
- Board Search
- Interim Search
- Assessment
- Coaching



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If you apply for a specific position, we may pass your details on to the relevant client to proceed with the application and you understand that this means you may receive further direct correspondence from them.

We will only use your information in accordance with this Policy, or where we are required or authorised by law to disclose your information to others, or have your permission to do so.

## **7. CHANGES**

We reserve the right to change this Privacy Policy. We regularly review our Privacy Policy and strive towards making it better. All updates to our Privacy Policy will be posted on our website.

PACT will not reduce your rights stated in this Policy without asking for explicit prior consent to the changes.

## **8. SUMMARY**

In accordance with applicable law, we only collect a limited amount of information about you that is necessary for improving our service.

We do not use profiling, we do not sell or in any other way spread your data to third parties, we do not use your data for purposes other than what we specified.

We also make sure that your data is stored securely. We delete all information deemed no longer necessary.

We constantly review our Privacy Policy in order to make it better and protect you more.

## **9. YOU CAN**

Contact us at any time to:

- Request access to information, Correct and/or Delete any information that PACT has about you

If you have any additional questions about PACT's collection and storage of data, please get in touch via [dpo@digitalpact.net](mailto:dpo@digitalpact.net)