

Privacy notice

Ingenium Executive Search is a boutique search agency offering generalist search & selection services for senior & middle management throughout Europe.

As such we are required to collect relevant personal and professional data regarding candidates and clients as part of our operational activities.

This policy describes how Ingenium BVBA, Stadsestraat 6, 2250 Olen, Belgium collects, uses and safeguards personal information that you may provide to us.

Key terms

“Client” means any of our clients and their employees for whom we provide search and selection services.

“Candidate” means any candidate, applicant or prospect who is considered and evaluated in connection with a search and selection service provided by Ingenium.

What personal data do we collect?

Candidate data

If you are a candidate, you may provide personal information to us when you upload your cv through our portal, when you e-mail us your cv or communicate with us in any way with connection to our services. You may also provide personal information through a video interview or through an on-line assessment.

Information we collect typically includes:

- Contact details such as your name, e-mail address, postal address and telephone number
- CV information: your educational history, your employment history, your professional qualification as well as languages and other skills and activities.
- A video-pitch, an automated interview or a live video interview
- On-line personality assessment results

We may also collect information from third party sources under the following circumstances:

- References may provide personal information about you. However, references will only be contacted after your explicit consent.
- Our clients may share personal information about you such as feedback after an interview
- We may obtain personal information about you from publicly available third-party sources (e.g. LinkedIn)

When we obtain information about you from third party sources we take appropriate steps to ensure that such third parties are legally permitted to disclose such information to us.

Any of this information will remain confidential and will only be disclosed to our clients with your appropriate consent.

Client data

We need to collect and use information about you or individuals at your organization in the course of providing services to you.

The information that we collect typically includes your contact details such as name, telephone number, e-mail address and job title to ensure that we smoothly work together.

How do we process your personal data?

Candidate data

Ingenium processes personal data of candidates solely for the purpose of our professional search and selection services.

We process your data to

- Search and match your profile with appropriate job opportunities at one of our clients. This process is executed in a secured database, that is fully compliant with our privacy regulations and with the General Data Protection Regulations.

- To allow you to participate in an on-line personality assessment or a video interview. These processes are executed with third party providers who are fully compliant with our privacy regulations and with the General Data Protection Regulations.
- Periodically send you updates, blog posts or any other information regarding our services.

Client data

Ingenium processes personal data of clients solely for the purpose of our professional search and selection services.

We process your data to

- Ensure a smooth collaboration during a search assignment
- Periodically send you updates, blog posts or any other information regarding our services

Who do we share your personal data with?

Candidate data

We may share your personal data with

- Our clients within the framework of a search assignment. Should we wish to present your profile to one of our clients, we will contact first to discuss the job opportunity. It is only after your consent that your personal data will be disclosed to our client.
- Third party service providers who perform functions on our behalf such as but not limited to technology providers supporting our selection process. Those providers are fully compliant with our privacy regulations and with the General Data Protection Regulations.
- Our marketing partners to send you e-mails on our behalf

Client data

We may share your personal data with

- Candidates within the framework of a search assignment. We will only disclose this information after your consent.
- Third party service providers who perform functions on our behalf such as but not limited to technology providers supporting our selection process. Those providers are fully compliant with our privacy regulations and with the General Data Protection Regulations.
- Our marketing partners to send you e-mails on our behalf

Please be assured that we do not sell your information to third parties or use the information for purposes outside the scope of our search and selection activities.

What are your data protection rights?

- When we enter your data in our database, you will receive an e-mail asking you to explicitly **consent** to storing your data for a period of 2 years. We will provide you access to our candidate portal where you can update this information at any time.
- At any point in time, you have the right to **access the information** held by Ingenium.

You can ask what data we hold about you, how it was gained and how we are meeting the data protection regulations. Should you wish to access your data, please send your request to privacy@ingenium-search.be and we will respond to your request within 10 working days.

Please note that you will need to provide proof of your identity through an official document to ensure that the right person is exercising such a right.

- If you are a resident of the European Economic Area, you can **object to processing** of your personal information, ask us to restrict processing of your personal information, or request portability of your personal information. Should you wish to exercise those rights, , please send your request to privacy@ingenium-search.be and we will respond to your request within 10 working days.

Please note that you will need to provide proof of your identity through an official document to ensure that the right person is exercising such a right.

- If you wish to **delete your personal information**, you can do so at any time by sending an e-mail to privacy@ingenium-search.be.

We will anonymize your personal data and delete any of your personal data stored at our third-party technology providers. You will receive an e-mail confirming that your information has been removed within 10 working days.

Please note that you will need to provide proof of your identity through an official document to ensure that the right person is exercising such a right.

- If you no longer wish to receive our **newsletter** and any other e-mail marketing communications that we send you, you can most easily do this by clicking the unsubscribe link at the bottom of any e-mail newsletter that we have send you.
- If you have a **complaint** about the way we collect and use your personal information, you can let us know isabel.verhelst@ingenium-search.be. We will contact you to see if we can find a solution.

You also have the right to complain to a data protection authority about our collection and use of your personal data. For more information, please contact your local data protection authority.

Data security

Ingenium and its technology partners have implemented appropriate security measures to protect against loss, misuse and alteration of your personal data.

The measures that we use are designed to keep your data safe, secure and only available to you and those with authorized access.

In case of a data breach, we will without undue delay or within 48 hours after discovery inform the supervisory authority. If there is a risk towards individuals, we will inform you within that same timeframe.

Amendments to this notice

We may update this notice from time to time to respond to changing legal, technological or business requirements. Any updates or amendments will be posted on the website.

Please check occasionally our privacy notice to ensure that you feel comfortable with the changes made. Should there be any material changes to our privacy policy, we will take the necessary measures to inform you.

Questions?

Should you have any comments, questions, complaints or suggestions regarding the practices described in our privacy notice, don't hesitate to contact us on isabel.verhelst@ingenium-search.be