

## PRIVACY POLICY

This privacy policy is property of Octagon Professionals International B.V.

**Owner:** Octagon Professionals International B.V.

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We are Octagon Professionals International B.V. We are committed and see it as our responsibility to protect your privacy. We collect and process your personal data in accordance with the General Data Protection Regulation (GDPR). We only process your personal data for the purposes set below. In this privacy policy, we would like to inform you about the personal data we collect, how we collect this data, why and when we collect this data, and how we protect this data.

## **Why do we collect your personal data?**

We collect and process your personal data for the execution of our services, including recruitment & selection, personnel management, administration, employment and, payroll. Collecting and processing your personal data enables us to carry out these services for you.

## **When do we collect your personal data?**

We collect your personal data when:

- you visit our website.
- you fill in your personal data on our website.
- you submit your cv or personal data via email or other communication channels.
- a reference contact that you specified gives us your personal data.
- it is publicly available on social media platforms. We use this data to evaluate if you'd be interested in a job or suitable for a position we have.

## **Legal basis**

We only process your personal data where:

- you have given us consent to do so for a specific purpose. Your consent can be withdrawn at any time.
- you reached out to us with the purpose of concluding a contract with us.
- we need it to comply with a legal obligation.
- it satisfies a legitimate interest, including offering the most suitable candidate for the respective position and offering the best possible position to the candidate.

## **Personal data we collect**

### ***Personal data we collect from candidates & applicants***

When you register with us or apply for a vacancy, we collect the following personal data:

- First and last name
- Address
- Date of birth
- Contact information (Email address and telephone number)
- information in your CV
- Job preferences

When we search for candidates through websites such as LinkedIn, we gather the following personal data:

- First and last name
- Email address
- Phone number
- Employment history
- Education history

#### *Personal data we collect from companies and company contacts*

When you schedule a consultation on our website or contact us, we collect the following personal data:

- Name
- Contact information (email address and telephone number)
- Job title

You may choose not to provide us with certain personal data; in that case, you may not be able to take full advantage of our services.

## **How long do we keep your data?**

We will keep your personal data for a maximum period of 2 years after the application process has ended. After 2 years, your personal data will either be anonymized or deleted from our database.

For sourced candidates, if you have given us consent to store your data in our database, we will keep your personal data for a maximum period of 2 years after the application process has ended. If you didn't give us consent, we would keep your personal data for a maximum period of 1 month after the application process has ended.

## Cookies

If you visit our website, we may track the visits using cookies. Cookies are packages of data that are sent to your computer from a web server. Our website uses cookies to distinguish you from other users on our website. It helps us to record user-specific data such as page visits, time on page, and pages viewed. Using cookies helps us to provide better service to our visitors and gives data that is used to manage our website. Read more about cookies in our [cookie statement](#).

## Your data protection rights

You can submit a request to:

- inquire if we process any of your personal data
- view your personal data that we are processing
- have your data updated or corrected
- have your data deleted
- have your data transferred
- restrict data processing
- withdraw your consent

Please submit this request to [datasupport@octagon.nl](mailto:datasupport@octagon.nl) You may be asked for further details in relation to your request. We do not charge a fee to process the request.

## With whom do we share your personal data with

We only share your personal data with the employers and our data processors for the purposes that are described in this privacy policy. We will not share, sell or otherwise distribute your data to other third parties.

## Security

We undertake substantial efforts to take appropriate organizational and technical measures to protect your personal data against unlawful processing or loss. All Octagon employees are bound by our internal privacy policy to work in compliance with the applicable data protection law. Only employees who need data to perform a specific job are granted access to personal data. All Octagon employees who have

access to this data are bound by a confidentiality clause. We rely on contractual arrangements, technical measures, and other safeguards to ensure that all data transfers, including cross-border transfers, are secure.

## Links to other websites

Our site may contain references or hyperlinks to one or more websites of third parties. We are in no way liable for how these third parties comply with the privacy legislation. Therefore, we strongly recommend that you review the privacy policy of these websites so that you are aware of how these third parties handle personal data.

## Profiling and automated decision making

We do not use profiling and other types of automated decision-making.

## Updates

We may update this privacy policy from time to time. We will post a notice on our website to notify you of the substantial changes we have made.

## Contact

If you have any data protection questions or concerns, feel free to contact us at:

Email: [datasupport@octagon.nl](mailto:datasupport@octagon.nl)

Telephone number: 070- 324 9300

Website: <http://www.octagon.nl/contact-us/>

Octagon Professionals Data Protection Department  
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