



North America South America Europe Middle East Africa Asia Pacific

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## PRIVACY NOTICE

The purpose of our privacy notice is to inform you about our use of the data and/or personal information we collect from you when you submit your data or when making enquiries to us from our website.

As the Operator of your information, we are complying with the provisions of the POPI Act and informing you about what we use your data for, what your rights to the data you give us are and to tell you about who we are.

We are an Executive Search Company which specialises in the recruitment of senior level employees for our Clients. In addition, we also provide business consulting, leadership, and executive assessments, coaching and board evaluation services.

Our address and contact details are:

Physical Address: 39 West Street, Houghton Estate, Johannesburg, 2198

Email address : [executive-search@searchpartners.co.za](mailto:executive-search@searchpartners.co.za)

Telephone no. : +27 11 728-0105

## **DATA COLLECTED**

We collect the following data from our candidates, customers, and suppliers: email addresses, names of contact persons, contact telephone numbers, information required for accounting and invoicing purposes, country of operation, name of organisation or person from whom data is being collected, physical addresses for delivery purposes, employment history, compensation details, references from previous employers, curriculum vitae's, biometric results, assessment results and opinions.

## **DATA USAGE**

The data collected is mainly used in the core function of our business which is Executive Placements for Clients. It will also be used for communication with customers and candidates, dealing with enquiries from our sales and consulting department, and to advise our clients and candidates as to the progress being made with the request for an executive placement.

The information collected is also utilised by us to respond to your enquiries made on our website. We need your data to send you information regarding our services as part of our legitimate interest in your enquiry. We need to communicate with you in this regard.

We will not share your data with any other third parties or use your data for any purpose other than described above. The information collected by us that you provide will not be used to make any automated decisions about you.

Your data will also be used for correspondence or reports that will be sent to you concerning our services using your name and email address.

## **DOWNLOADING OF DOCUMENTS**

Your name, organisation details, and email address are used when directing you to a link for any documents that you wish to download.

Your name and email address are shared with a third-party mailing system. The third-party service provider is bound contractually to safeguard and protect your personal information as per the provisions of the POPI Act.

Your personal data is electronically stored unless you withdraw your consent for our continued usage of your data and are instructed by you to delete and erase your data.

## **CONSENT**

We require your consent to obtain and use your personal data, you acknowledge that by giving us your personal data we have your tacit consent to proceed with the data in the executive placement market which we specialise in.

You may withdraw your consent at any time by notifying us in writing.

We will maintain your data on our records for as long as we have your consent to do so.

We will alter, delete/erase your data on your written instruction to do so.

Your data will be used locally and abroad, dependent on your instruction as far as the job vacancy is concerned.

You may request us to stop using your information at any time through withdrawal of your consent directed to us in writing to the above physical address or above e-mail address. We can also provide you with a form for this purpose.

## **COMPLAINTS**

You have a right to complain about our use of your information if you think your rights have been infringed by an institution processing your personal information.

If we do not respond to your full satisfaction, then your complaint can be directed to the Regulators' Office.

## **COOKIE POLICY**

### ***What information do we collect?***

We receive, collect, and store any information that you enter on our website or provide to us in any other way. In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet, and your e-mail address. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We also collect personally identifiable information (including name, email, password, communications), comments, feedback, recommendations, and personal profile.

### ***How do we collect information?***

When you communicate with us on our website, as part of the process, we collect personal information you give us such as your name, physical address, and email address. Your personal information will be used for the specific reasons stated above only.

### ***Why do we collect such personal information?***

We collect such Non-personal and Personal Information for the following purposes:

- To provide and operate the services.
- To provide Users with ongoing customer assistance and technical support.
- To be able to contact our Visitors and Users with general or personalised service- related notices and promotional messages.
- To create aggregated statistical data and other aggregated and/or inferred Non- personal Information, which we or our business partners may use to provide and improve our respective services.
- To comply with any applicable laws and regulations.

### ***How do we store, use, share and disclose site visitors' personal information?***

Our company is hosted on the Xneelo platform. Your data will be stored through Xneelo data storage, databases and the general Xneelo applications. They store your data on secure servers behind a firewall.

### ***How do we communicate with our site visitors?***

We may contact you to notify you to poll your opinions through surveys or questionnaires, to send updates about our company, or as otherwise necessary to contact you to enforce our User Agreement, applicable

national laws, and any agreement we may have with you. For these purposes we may contact you via email, telephone, and text messages.

#### ***How do we use cookies and other tracking tools?***

We use cookies for important reasons, such as:

- To provide a great experience for our visitors and customers.
- To monitor and analyse the performance, operation, and effectiveness of Xneelo's platform.
- To ensure our platform is secure and safe to use.

To opt out of being tracked by Google Analytics across all websites, visit this link:

<https://tools.google.com/dlpage/gaoptout>

#### ***How can site visitors withdraw their consent?***

If you do not want us to process your data anymore, please contact us at:

<mailto:executive-search@searchpartners.co.za>

#### ***Cookie policy updates***

We reserve the right to modify this policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.