

PRIVACY POLICY

Asquare Partners SPRL, Manhattan Center – Av. du Boulevard 21, Box 5 – 1210 Brussels, (“Asquare Partners”, “we, us, our”) is an international company that provides a full range of services from mid/senior level research-driven recruitment solutions to executive and board search. We are a recruitment partner to the financial services sector finding and placing market leading talent internationally.

This privacy policy describes how your data is obtained, processed and forwarded and what your rights are in respect of your personal data.

The data controller (hereinafter referred to as “Asquarepartners” or we, us, our) in the sense of the GDPR and other national data protection laws of the member states as well as other data protection regulations is:

Asquare Partners SPRL,

Manhattan Center

Av. du Boulevard 21, Box 5

1210 Brussels

Tel : +32 2 790 64 53

Email : info@asquarepartners.com

Contact details of the data protection officer

You can contact our data protection by e-mail at dataprotection@asquarepartners.com

Personal information we collect from you

If you register as a Candidate on our [Job Portal](#), we collect your (“Candidate Information”), that we will, subject to our sole discretion, take into consideration as part of the Client Services.

When you fill in the form via our website, we will collect the following information : your country or residence and contact details, including name, last name, email address and mobile number. We will only collect relevant information which will allow us to source an opportunity for you. We also process information contained in any CV that you upload.

The information you will provide us will be stored and treated in our ATS system in order to ensure that we only match you for suitable roles. Our objective is to facilitate the recruitment process and match our clients’ job opportunities to the right candidates.

We process the information you provide to us for the legitimate interest of us providing services to you. We are allowed to do this as long as our process do not disproportionately intrude your privacy. To the extent that you include any special category data in your CV, we process this with your consent.

Our employees collect information which you voluntarily provide to us as part of the recruitment process. If we hire you as an employee or contractor within our business, we will process your information in accordance with our Privacy Policy.

Processing of Your Personal Information

As part of our Services, we specialise in the global search, placement and integration of candidates for executive and similar management positions (each a "Candidate") on behalf of our clients ("Client Services").

Your Candidate Information will be shared with third parties as follows:

Your Candidate Information will be stored by our database partner and third-party service provider. The data is held inside the EEA. The servers hosting the databases are operated by and accessible to members of Asquare Partners or third-party service providers acting on their behalf and as per their instruction in order to operate the servers. The third-party service provider include :

- Vincere : Read their [Data Processing Addendum](#)
- Mailchimp : Read their [Data Processing Addendum](#)
- Google Analytics : Read their [Data Processing Terms](#)

Via the databases, your Candidate Information will be available to the consultants and administrative staff of Asquare Partners for the purposes of providing the Client Services.

Subject to our discretion, we might disclose excerpts of your Candidate Information such as your professional education and employment history with particular clients in order to confirm whether they might be interested in you as a Candidate with respect to an opening for an executive or similar position they have informed us of. The information disclosed will be limited to what is necessary for this purpose. We will not disclose your Candidate Information or otherwise introduce you to any client in detail without first obtaining separate and specific consent from you.

If and to the extent you share Candidate Information with us through our Website, we might follow up with you using the contact details you may have provided in order to clarify any questions we might have or obtain complementary information from you. In addition, we might conduct assessments of your professional profile and perform searches for information on your personal and professional life publicly available via social media services (e.g. Facebook, Google,

LinkedIn, Twitter, etc.), on the Internet or within data you have previously disclosed to us, provided that such information might be of importance to your qualification for a particular executive or similar management position. Any resulting information will be considered as Candidate Information and be processed as described below together with the Candidate Information you initially provided us.

Why are we collecting your data ?

Our objective is to facilitate the recruitment process and match our clients' job opportunities to the right candidates. In order to use our services, you will be asked to provide us with some of your personal data such as your title and name, your email address and telephone number, company details, business phone numbers and location. Furthermore, you have the opportunity on our website to submit your CV on which you can describe your skills, knowledge and experience. In our recruitment process, we may also store further information that may be important for a successful placement.

How are we going to use your data ?

In order to provide our services to you, your information will be retained, processed and disclosed by us as following:

- To facilitate the recruitment process, by matching your details to job opportunities;
- To allow details of your skills and experience, to be viewed by our clients;
- To keep you informed of job opportunities that we think may be of interest to you;
- To keep you updated about services provided by our third party business partners which are relevant to your sector.
- To preserve our business relationship with you as a user of our website;
- To keep you informed of the services
- To carry out our obligations arising from any contracts entered into between you and us.
- To notify you about changes to our service.
- To create studies about the financial sector
- To keep you updated about future Asquare Partners events linked to your profession.

Every presentation of your profile and private data to our clients is strictly confidential. Our Client may not in any way supply the information on the Candidates to a third party or propose the Candidates to third parties. Our Client is held to respect the confidential nature of every presentation, namely in the interest of the Candidate.

Our Client shall treat the Candidate presented and the information provided properly and carefully, particularly with regards to the protection of privacy and the fight against discrimination during the hiring process.

In case of breach by our Client of this confidentiality resulting in the hiring by a related company, within the meaning of these general terms and conditions, of a Candidate presented by the Company, the fees foreseen by the Parties shall remain payable in accordance with Article 7 b) of our general terms and conditions.

How will we transfer your personal information ?

How your personal information is disclosed will depend upon the situation.

We use your personal information to provide our Services.

While providing our services, we may disclose your Personal Information to clients who have engaged our services.

In the course of our recruitment services, upon your initial approval, we disclose personal information regarding candidates, including the results of assessments and related data, to prospective employers that have engaged Asquare Partners to fulfill recruitment requests, or to reference sources.

As a global organization, we have sister companies around the world. To the extent permitted by law, we may share Personal Information with our affiliates and sister companies to provide seamless Services for you and our clients. Asquare Partners Belgium (Asquare Partners SPRL) is responsible for managing jointly-used Personal Information.

We will share your Personal Information with following sister companies :

ASQUARE PARTNERS FRANCE

124 Rue Réaumur, 75002 Paris, France

ASQUARE PARTNERS SWITZERLAND

GmbH c/o Werder Viganò AG, Bahnhofstrasse 64, 8001 Zurich.

ASQUARE PARTNERS LUXEMBURG

20 rue de hollerich 1740 Luxembourg

How can I access my personal information ?

You have the right to access, modify and delete your information by notifying us via e-mail. Don't hesitate to contact us and to tell us your requirements.

Email: dataprotection@asquarepartners.com

We want you to be in control of what communications you receive from us and how your personal information is used, you can do this in the following ways:

Unsubscribe from our mailing list, If you decide at any time that you no longer wish to receive marketing emails from us or our group companies, you can follow the unsubscribe link at the bottom of our marketing email messages to you.

Don't hesitate to contact us also if you wish to inform us of any changes to your information or wish to correct information we hold about you.

How long will we keep your personal information for?

We retain your Personal Information for as long as needed or permitted considering the purpose(s) for which it was obtained.

The criteria used to determine our retention periods include:

The length of time we have an ongoing relationship with you or our client (e.g., for as long as you have an account with us or keep using the Services),

A period beyond the time of the ongoing relationship if we have a legitimate internal operations need, such as a need to retain such information for analysis, record-keeping and compliance with data retention schedules,

Whether there is a legal obligation to which we are subject (for example, certain laws require us to keep records of your transactions for a certain period before we can delete them).

Transferring information outside the EEA

We use Google Analytics to evaluate the performance of our site and improve the service we offer you. We may transfer information about you outside the EEA for this purpose. We will only do so where permitted by law. Google Analytics complies with the EU-US Privacy Shield Framework as set out by the US Department of Commerce regarding the collection, use and retention of personal information from European Union member countries. It is subject to enforcement by the Federal Trade Commission. Google, including Google Inc. and its wholly-owned US subsidiaries, has certified that it adheres to the relevant Privacy Shield Principles, including for Google Analytics. For more information about this protective measure, please visit the following: <https://www.google.de/intl/en/policies/privacy/frameworks/>.

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