

Privacy Statement for Candidates and Referees

Within the scope of our activities, we, HRP 50 BV, more commonly known as Holtrop Ravesloot, may process personal data that concerns you. This is information that we have received from you, from a (former) colleague or information that we have gathered from public sources. This document serves to inform you about the personal data processed by Holtrop Ravesloot, the corresponding lawful basis for processing and your rights with respect to this personal data. This statement exclusively applies to the processing of personal data regarding candidates and referees.

What personal data do we process?

With respect to candidates, we may process the following personal data:

- full name
- titles
- gender
- home address
- email address
- telephone number
- date and place of birth
- education
- current and prior positions
- current and prior employers and clients
- names of referees
- curriculum vitae
- social media profile addresses (incl. LinkedIn)
- indicative income
- reports of our contacts with you

With respect to referees, we may process the following personal data:

- full name
- email address
- telephone number
- current and prior positions
- current and prior employers and clients
- reports of our contacts with you

Purpose and lawful basis for processing

Are you a candidate?

We process your personal data in order to perform executive search assignments. These assignments are performed on request of our clients, and at times also on your own request.

We also process personal data of candidates for the purpose of future assignments, and may use the information in our database to provide information, e.g. in the form of a newsletter.

The lawful basis for processing your personal data consists of the performance of an agreement with you (in the event that you enlist our services for a search assignment) or our legitimate business interests (in all other cases). This legitimate interest is based on the fact that your personal data is crucial to our ability to perform our assignments: your data is necessary for us to ascertain whether you are an eligible candidate for one of our clients, and to keep you informed of our services and activities.

Should you choose not to provide specific information that we have requested from you, this could potentially lead to our inability to fulfil our contractual obligations toward our clients. In turn, we may decide to terminate the search or no longer consider you as a candidate, in which case we will inform you accordingly.

Are you a referee?

In the event that you have been named as referee by a candidate, we process your personal data in order to approach you within the scope of an executive search assignment. The lawful basis for this processing is our legitimate business interest. This legitimate interest is based on the fact that your personal data is crucial to our ability to perform our assignments: we use your personal data to determine whether the candidate who has named you as a referee is potentially eligible for a position with one of our clients.

Disclosure to third parties

Your personal data will only be disclosed to third parties with your permission and with the greatest discretion. In order to perform our activities, we must disclose personal data regarding candidates and referees to clients, and on a case-by-case basis to our network offices abroad. Such disclosure shall only take place with your prior consent and will be limited to the information that is necessary for the client to accurately assess the eligibility of a candidate.

For the purpose of our business operations, we enlist the services of a number of data processors. Primarily, this concerns our IT service provider, which is responsible for facilitating our network domain and email. Our database containing client, candidate and referee data is facilitated by a third party. We employ the services of a processor for the distribution of our newsletters.

Some of the third parties to whom we disclose data may be based in non-European Union countries. The safeguards offered by these countries with respect to personal data protection may be more limited than those that are applicable in the European Union. In these cases, contractual agreements are established in order to ensure maximum protection of your personal data.

Retention period

We will not retain your personal data longer than required to serve the previously stated purposes. Personal data regarding referees will not be saved in excess of twelve months from the last moment of contact. Personal data regarding candidates will be stored as long as the candidate may be eligible for a position with one of our clients.

Your rights

During the period in which we process your personal data, you have the right to request an overview of the personal data processed by our office. Should you conclude that personal data processed by our office is incorrect, incomplete or no longer relevant, you may request us to rectify or delete this information. Furthermore, you have the right of data portability, the right to object to our processing of your personal data and the right to submit a request to restrict the processing of your personal data. As far as our processing is based on your consent, you always have the right to withdraw permission for future processing.

You have the right to submit a complaint concerning our processing of your personal data with the Dutch Data Protection Authority.

Questions?

If you have questions in connection with this privacy statement, please contact us via email at: gerald.knol@holtropravesloot.nl, or via post at: Holtrop Ravesloot, Keizer Karelplein 1, 1185 HL Amstelveen, The Netherlands.