

PRIVACY POLICY

General

Our Data Protection Policy recognises that your personal data deserves to be protected and all information stored is maintained securely in compliance with GDPR. We only use your information and share it with clients following your approval, to identify whether you could be suitable for a role or opportunity. We do not advertise career opportunities and solely reach out to candidates we feel are a potential fit to our client's role.

Who we are and what we do

Cornerstone Athens belongs to the global Cornerstone International Group Network and is an executive search company, talent mapping and pipelining partner for scarce and/or Senior & Top executive positions. We work with some of the world's most influential and respected businesses across all business sectors, often undergoing transformational change, and in need to identify and recruit high calibre or specialised talent. In doing so, we are committed to protecting the privacy and confidentiality of the personal data provided to us by or on behalf of potential candidates, by clients recruiting such candidates, by clients recruiting or evaluating their own staff, by prospects and outside parties who assist us in our search. The use of such information will only be for the purpose for which it was collected. This privacy policy explains how we collect, use and protect the personal information in connection with Cornerstone Athens' executive search, assessment processes, other executive search programs and consulting services.

We collect the personal data of the following types of people, in order to be able to undertake our business:

- Prospective and placed candidates for permanent or temporary roles or independent professional contracts;
- Prospective and live client contacts;
- Supplier contacts to support our services;
- Employees, consultants, temporary associates;

We collect information about professionals solely for the purposes of carrying out our core business and ancillary activities.

Our Legitimate Business Interests

Our legitimate interests in collecting and retaining your personal data are described below:

- As an executive search and assessment company we introduce candidates to clients for permanent employment, temporary placements or independent professional contracts. The exchange of personal data of our candidates and our client contacts is a fundamental, essential part of this process.
- In order to support our candidates' career aspirations and our clients' resourcing needs we require a database of candidate and client personal data containing historical information as well as current resourcing requirements.

- To maintain, expand and develop our business we need to record the personal data of prospective candidates and client contacts. Due to the nature of our business we will never store your personal data for a period longer than 6 years without contacting you in this time to receive explicit consent.

Use of Personal Information

We collect, use and otherwise process personal data for legitimate executive search and assessment as well as business management reasons. Cornerstone Athens will only use your information that you willingly submitted to us for the purpose stated and which we have discussed with you, along with how we intend to use it. We will limit the personal information we collect to what we need for these purposes, and we will use it only for these purposes. By providing your information to us through a résumé or CV and/or a cover letter, such as your name, address, contact information, work and educational history, achievements, tests and current or desired compensation levels, we will take this as your submission to use your personal information for career opportunities that we have discussed, or potential in the future that you will be fully aware who the client is and the information that will be shared.

It is not Cornerstone's Greece policy to seek any sensitive information relating to race or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health, sexual orientation, or criminal record. We highly suggest that you do not provide sensitive information of this nature. If you do wish to provide sensitive information for any reason, Cornerstone Athens accepts your explicit consent to use that information in the ways described in this Privacy Policy or to erase / delete this information as appropriate.

By submitting your personal information to us through a résumé or CV and/or a cover letter, you acknowledge that:

- You have read and understood this Privacy Notice and agree to the use of your personal information as described herein.
- You are not obliged to provide any requested information to us, but, failing to do so may result in not being able to continue your candidacy for our client's role.
- All your submissions are true and correct to the best of your knowledge and belief, and you have not intentionally neglected any other information of an adverse nature.
- Your personal information will not be transferred to countries outside EEA, unless the role for which you are applying reports to a manager/ interviewer based in a non-EEA country.

Data processing and retention

Our legal basis for the processing of personal data is our legitimate business interests, described in more detail above, although we will also rely on consent for specific uses of data. We may also analyse your personal data or aggregated data to improve our executive search and assessment process and enhance our ability to identify suitable candidates for a client's role.

We will continue to retain and use your personal data for six (6) years for system administration purposes, to consider you for potential future roles, and to perform research. Thereafter, we retain a minimum amount of your personal data to record your recruiting activity with us.

We will, in some circumstances, rely on consent for particular uses of your data and you will be asked for your consent, if legally required. Examples of when consent may be the lawful basis for processing include permission to introduce you to a client (if you are a candidate), as well as processing your data for our internal marketing strategy and communications purposes.

Should we want, need or rely on consent to lawfully process your data we will request your consent orally, by email, or by an online process for the specific activity that we require consent for, and will record your response on our system. Whenever necessary and subject to statutory record-keeping requirements, Cornerstone Athens will delete Personal Data that is no longer needed. If there has not been any recent activity between yourself and Cornerstone Athens, we may delete your profile after a reasonable time in compliance with the GDPR legislation.

In further detail, Cornerstone Athens may process your Personal Data for the following purposes:

- To obtain additional information where necessary;
- To inform you of available vacancies;
- To provide you with information relating to your submissions / applications and to fulfill your requests.
- To set up and conduct interviews and assessments;
- To evaluate, select and recommend suitable candidates;
- To conduct background checks and assessments as required;
- To contact third party references provided by you to evaluate your previous performances.
- Or as otherwise necessary in the context of executive search activities.
- To develop and improve our executive search processes, websites and other related services.

Data recipients and international data transfers

Your personal data may be disclosed to interviewers working in the country where the position for which you are applying is reporting. Additionally, individuals performing administrative work and IT personnel within Cornerstone Athens may also have a limited access to your personal data to perform their jobs. We use third party service providers for our software and recruitment systems. We may also share your personal data with other third-party service providers that may assist us in assessing talent, administering and evaluating screening and testing, and improving our executive search practices.

We maintain processes and or other legal agreements to ensure that any processing of personal data by third party service providers is consistent with this Privacy Notice and protects the confidentiality, availability, and integrity of your personal data. In addition, we may disclose or transfer your personal data in the event of a re-organization, merger, sale, joint venture, assignment, or other transfer or disposition of all or any portion of our business.

Protecting Your Information

We have implemented generally accepted standards of technical, physical and operational security measures and rules to protect personal information from loss, misuse, alteration, or destruction. All our data is stored on a secured database that is recognised as being GDPR compliant.

Only authorized personnel of Cornerstone Athens and of our third-party service providers are granted with access to candidates' personal data. These employees and third-party service providers are required to treat this information as confidential, have been fully trained and are completely committed to the new GDPR Regulations.

Access to Your Personal Data

Cornerstone Athens will give you access to the personal information we retain about you. We will provide you the opportunity to update the personal information we retain to ensure it is accurate.

You can request a copy of your personal information that Cornerstone Athens - Executive Search holds and can have any inaccuracies corrected. Please address any communication to our Research Department by emailing cv@cornerstone-see.eu or athens@cornerstone-see.eu

We will provide you with a readable copy of the personal data we hold within 15 working days; however, proof of identity may be required.

If there is any issue with the data we hold, where appropriate you may have the data, Erased, Corrected or Completed.

We will continue to oversee the implementation and compliance of our Policy and we will adapt the Policy to reflect any changes in technology and new legislation.

If you have any question or complain about our handling of data, please contact us immediately by email, post or telephone.

Address: Aigialeias Str. 54, 15125, Marousi, Athens, Greece

Telephone: 210 61 48 585

Fax: 210 61 48 588

E-mail: athens@cornerstone-see.eu, cv@cornerstone-see.eu

Cornerstone Athens reserves the right to modify this Privacy Notice. Any changes of our Privacy Notice will be posted on this page.

(LATES POLICY MODIFICATION: APRIL 27, 2018)