

## *Privacy Policy - recruiting services (2)*

Globalserve Consultants Ltd, as a legal person determines the purposes and means of processing of Personal Information we receive. This means that Globalserve is the “controller” of Personal Information we receive and process and we have and take responsibility in our capacity as a controller, up to the extent that the information is not processed by another controller.

“**Personal Information**” or “**Personal Data**” is information that identifies you as an individual or relates to an identifiable individual i.e. through which you may be identified. It always has to do with living people and does not concern legal entities such as companies. We always only collect what is necessary for the purposes defined below. Any use and/or disclosure and/or transfer of Personal Information is only done to the extent that it is necessary and proportionate to the purposes defined below.

We collect the below information based on the agreement between us and/or under the recruiting services agencies law and regulations and/or our legitimate interest to be able to bring you in touch with personnel candidates. .

The Personal Information we collect are the following:

- a) name and contact details: telephone and address;
- b) ID and/or other identification documents;
- c) sector of work and industry;
- d) any other type of information which you may choose to provide to us or we may obtain about you through third parties with whom we do business (e.g. our associates and/or agents and/or their personnel).

The collection of the above information, apart from the fact that it is necessary for the provision of our services on the basis of the agreement between us, it is a statutory requirement based on the law (126(I)/2012) and regulations (specifically 280/2012) on private recruiting services offices.

We collect and use Personal Information for the below purposes:

- a) to communicate with you to inform you for candidate personnel; ;
- b) to communicate with you to arrange interviews with the candidate employees;
- c) to make preparations for the entering into an employment contract (when applicable).

Your Personal Information may be shared with candidate employees in the intervals of the provision of recruiting services. The candidate employee might be located abroad, including outside the European Economic Area.

Personal Data in relation to Candidate Employers for the provision to them of recruiting services:

- 1,5 year following the receipt of the Personal Data; and
- 5 years following the employment of a successful Candidate Employee through our mediation.

You have the right to request from Globalserve Consultants Ltd the access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing as well as the right to data portability, to lodge a complaint with a supervisory authority (Office of the Personal Data Commissioner in Cyprus).

In the event that you have any questions about this Privacy Notice or you want to exercise any of your rights regarding your Personal Information please contact us at [marketing@Globalserve.com.cy](mailto:marketing@Globalserve.com.cy):

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