

PRIVACY POLICY

Invenerix Global SASU as an Executive Search and Consulting Firm is committed to privacy for all who accesses its website and as such will treat any personal information you provide us with the utmost respect. This Privacy Policy sets out how Invenerix Global SASU uses and protects any information that you give us when you use this website.

1. What Information We Collect About You and How It Is Used

1.1 Contact and Data Collected

CANDIDATE DATA:

We only collect and ask for information that assists in the recruitment process such as name, age, contact details, education details, employment history, immigration status, financial information (where we help to negotiate placement salaries) as well as your preferred job and location.

If you upload a CV, cover letter or personal statement or other document or information, we will keep that information for as long as you wish to remain a candidate of Invenerix Global SASU. That said, you may request us to delete your information by contacting us (see contact details below).

CLIENT DATA:

In the course of providing you services such as finding candidates who are the right fit for your organisation or other consulting matters, we need to collect information about you or individuals at your organisation. This information is limited in scope and pertains to contact details such as names, telephone numbers and email addresses which are used to foster a good relationship and to keep our work for you running smoothly. Moreover, we may hold extra information that someone in your organisation has chosen to divulge to us.

SUPPLIER DATA: We also require information from our Suppliers such as the contact details of relevant individuals at your organisation so that we can communicate with you. We also need other information such as your bank details so that we can pay for the services you provide, if this is part of the contractual arrangements between us.

1.2 Sensitive Personal Data

We collect and process sensitive personal data only as far as is necessary and in compliance with all applicable legislation. By using the Invenerix Global SASU website and by registering your details with us, you consent to us collecting and processing sensitive personal data supplied by you and disclosing this information to prospective employers and clients in connection with the recruitment process.

2. Transfer of Personal Data to Third parties

We may pass Personal Data to third parties that help us to process Personal Data, to prospective or intended employers (or third parties assisting them in the recruitment process) or customers for the purpose of recruitment.

3. Safeguarding of Personal Data

The security of your personal data is extremely important to us. Access to your personal data is only provided to our staff and Third Parties who help us to process data to prospective employers or customers in order to help with the Recruitment Process.

4. Your Rights

You have a number of individual rights relating to the processing and storage of your personal data. They are as follows:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

5. Withdrawal of Consent, Erasure, and Information Access

Please contact us using the details specified below if you wish to undertake any of the following;

- To withdraw your consent for activities for which you have previously consented
- To request a copy of the information that we hold on you
- To request the deletion of information that we hold on you.

6. Removal of Your Name and Personal Data from Invenerix Global's Database

You can contact us to request removal of your name and personal data at any time, which will be confirmed by Invenerix Global SASU within 7 days of your request.

7. Changes to Invenerix Global SASU's Privacy Policy

This privacy policy is reviewed and updated periodically and was last updated on 1st September 2018.

8. How to Contact Us

Please contact us if you have any questions about this Privacy Policy or the information that we hold about you. This can be done by emailing us at contact@invenerix.com or by writing to us at the address detailed below.

IT Administrator
Invenerix Global SASU
103 rue de Grenelle
75007 Paris, France