

EVOLVE PRIVACY POLICY

Thank you for visiting Evolve South Africa / Evolve International (the "Site"). Please take a moment to read this privacy policy, which is in accordance to the Electronic Communications and Transactions Act (No 36 of 2005), in order to familiarise yourself with how we collect and use your personal identifiable information. If you do not agree with this policy, we recommend that you do not continue using this Site and exit immediately.

WHO WE ARE

Evolve South Africa / Evolve International is a team of executive search specialists driven to delivering world-class executive search assignments each and every time.

Evolve South Africa / Evolve International ("we", "us") is committed to keeping your information secure and managing it in accordance with our legal responsibilities, under the privacy and data protection laws applicable wherever we operate in the world, as well as the General Data Protection Regulation (Regulation EC) 2016/679 ("GDPR") in the European Union ("EU").

We keep this Privacy Policy under regular review and update it from time to time.

This policy was last updated in November 2019. Please review this policy periodically for any changes.

WHO THIS POLICY APPLIES TO

We provide executive search/ retained search/ direct search/ "headhunting" and Human Resource consulting services ("our services") to a range of clients throughout the world. This policy applies to you whether you are a candidate for one of our clients, an individual we are assessing as an employee of one of our clients, a client or whether you are a source or a referee in respect of a candidate, an employee of one of our clients or another category of individual with whom we have business dealings. Additionally, this policy will apply to you if you have subscribed to receive information about our services.

For the purposes of this policy:

Candidate(s) means an individual who is a candidate, applicant, potential candidate, employee of a client;

Client(s) means any, business, firm, organisation, government body or individual that mandates us to perform any of our services;

A referee is a person who provides a personal or work reference in respect of a candidate and;

A source is a person who provides us with information or intelligence about a candidate.

GATHERING INFORMATION

Our clients expect that we identify the best individuals to fill roles within their organisations. So, we need to research systems, online databases and other information sources, and talk to many individuals. Besides our clients, these will include referees and sources to help inform our decision-making process.

The nature of our work means we are required to process personal data quickly, confidentially and often without reference to the data subject. Accordingly, we process such data in accordance with the Data Protection Laws, regularly using our legitimate interest where it is not possible or feasible to speak directly with the data subject. Beyond this, we will seek consent in the circumstances explained later in this policy document.

We collect information from candidates directly when you send this to us via email or post or any other means. We also collect information from you when you speak with an Evolve employee or Partner.

HOW WE USE YOUR PERSONAL DATA

Candidate

We use the personal data we collect from you for several purposes:

- Processing job applications, in partnership with our clients, on whose behalf we are instructed to help fill a job vacancy. This means that if you apply for a specific job, we may pass your details to the relevant client to proceed with the application. As a result, you may receive further direct correspondence from them.
- Searching for relevant candidates for confidential recruitment assignments where our client is not initially named. This means that if we believe you are suitable for a specific role, we may pass your basic details on to the relevant client. If that client agrees that you might be suitable, we will then discuss this with you in more detail. You might be interviewed for the role by one of our consultants. If successful, you might be shortlisted for interview by our client. At this point, we will pass further details to the client and you may receive further direct correspondence from them.
- From time to time, we conduct mapping or research exercises on behalf of our clients. This is to enable them to understand a particular market. Here, we may include certain aspects of your personal data. You will not be contacted by any third party about this unless we first obtain your consent.
- For the performance of a contract we have concluded with you as an individual, most likely an assessment or coaching programme.
- For equality monitoring purposes, to understand the diversity of our applicant pool, but only if admissible under the applicable law. (This information is anonymized and aggregated).

We will only use your information in accordance with this Policy, or where we are required or authorised by law to disclose your information to others or have your permission to do so.

Please be aware that we are not responsible for the data processing activities of others, such as our clients, who are likely to be Data Controllers in their own right.

Client

We will use client data to perform our services to you and other legitimate business purposes.

Source and Referee

We will use source and referee data to perform our services to enable us to obtain your opinions on a candidate. We may also use this information to enable us to market our services to you as a potential client. We may as well invite you to become a candidate in respect of the provision of our services.

THE TYPE OF PERSONAL DATA WE COLLECT AND PROCESS

In all cases, we collect and process personal data about you, including your name, address, telephone number and email address.

Candidate

If you proceed with a job application, or should we consult you about a role, you may be required to submit additional personal data. For example, date of birth, education and career history and curriculum vitae (CV), or resume. Your CV or resume may contain employment history, education, professional qualifications, memberships, details of papers written, references and referees, amongst other things.

Based on your explicit consent, we will also process any relevant psychometric assessments, psychological tests, or results from such assessments or tests.

From time to time, we may ask you to provide information relating to protected characteristics, such as your race or marital status. We do this for equal opportunity monitoring purposes and from time to time online, but only if that's admissible under local law. This information is normally anonymized and aggregated and will not be revealed to third parties without your specific consent.

We might also collect personal data from third-party databases and other public sources.

Client

As well as basic contact information we will also collect information about your role and other information provided to us by your organisation.

Source and Referee

In addition to basic contact information we will also collect information regarding your credentials as a source, details of your relationship/knowledge of a candidate and your opinions of that individual. We may obtain this information directly from you or publicly available information.

WHAT WE DO

For certain roles, we may run an advertisement to which you may respond, either electronically or via mail. Other roles may involve one of our researchers or consultants calling you to discuss the details. We will then either inform you verbally that we will process your personal data.

Besides filling particular leadership vacancies, we also process personal data when we conduct market intelligence exercises to map out particular business sectors or functions to help clients understand the available talent.

SENSITIVE DATA

From time to time, we will seek your consent to process personal data in respect of certain specific and limited purposes. We will always do this before processing any sensitive personal data: racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data. We encourage you not to provide us with sensitive personal data unless it is specifically requested, and we have your consent. Such data is rarely needed for our work.

LOCAL AGREEMENTS

In certain countries, we will not collect personal data from you unless you have specifically agreed to this. Your agreement might come via an electronic tick-box on our website or other electronic channels, or via other similar measures required by local privacy and data protection laws.

We may also provide services to our clients in certain countries that entail the assessment and coaching of their employees. Here, depending on the specific assignment, we will either process your personal data to meet the legitimate interests pursued by the client or act on their behalf, in accordance with their instructions. If our services include any psychometric assessments or psychological tests, and we're not acting on behalf of your employer, we will obtain your specific consent.

In some locations, we provide services to individuals, such as assessment and coaching. Here, we will process personal data for the performance of the contract with you. If our services include any psychometric assessments or psychological tests, we will obtain your specific consent.

YOUR RIGHT TO OBJECT AND TO HAVE YOUR DATA ERASED

You are not obliged to provide any personal data to us. However, please note that this may mean we will not be able to consider you in respect of any of our services.

Please remember you may withdraw any consent you have previously given, at any time. Also, you have the right to ask us to stop processing any personal data and to have it erased.

In these circumstances, we reserve the right to maintain basic personal data such as your name and address. This is to ensure your personal data isn't processed by us in the future.

There may be some limited circumstances where we have a legitimate interest in continuing to hold or process data, whereby we will not be obliged to act on a request for erasure of data.

Please note that no automated decisions, such as computerised candidate profiling, are made based on the information we collect.

PROVIDING INFORMATION TO OTHERS

To help us run this website, and to provide executive search services or assessment services in certain countries, we work closely with trusted partners with whom we need to share personal data. These partners include:

- Hoffmann Reed offices around the world within whom we work and cooperate to ensure an extensive service for our clients. The Partners have signed up to an Intra-Group Data Transfer Agreement which enables us to transfer personal data to our international group.
- Our clients, for whom we provide executive search services.
- Our clients, for whom we provide assessment and coaching of their employees in certain countries.
- Prospective clients, where we might need to demonstrate an understanding of a particular market and the individuals that work within it.

We will share information only as anticipated within this Privacy Policy and, wherever appropriate, limit disclosure to information in aggregated form, to avoid or limit identifying you personally.

Where we share information with such a third party, you will not be contacted by them, unless we have obtained your prior consent.

THIRD PARTIES

We may also provide information to third party service providers who process information on our behalf. This is to help run some of our internal business operations, including email distribution, IT services and customer services. As part of our agreements with them, these third parties are required to process such data securely and only in accordance with our instructions.

Your information may also be shared with organisations located elsewhere in the world. As their privacy laws may not match your home country's standards, we'll only make a transfer data if adequate levels of protection are in place to protect any information held in that country, or the local service provider complies with applicable privacy laws at all times.

Where required by law, we will take measures to ensure that personal data handled in other countries will receive at least the same level of protection as in your home country.

We may sometimes be required to disclose information about you to law enforcement bodies, agencies or third parties, under a legal requirement or court order. We will act responsibly and take account, where possible, of your interests when responding to these requests.

If you are concerned about these arrangements to disclose or share personal data with third parties, you should contact us and ask us not to process your personal data.

KEEPING INFORMATION SECURE

We invest resources to protect your personal data, from loss, misuse, unauthorised access, modification or disclosure. However, no system can be 100% secure, and so we cannot be held responsible for unauthorised or unintended access that is beyond our reasonable control.

INFORMATION ABOUT OTHERS

If you provide us with information about other individuals, like details of a referee or personal contact, you must ensure they've agreed to this. We would advise you to keep a record of their agreement and provide them with a copy of, or link to, this Privacy Policy.

KEEPING YOUR RECORDS

We keep your personal data for as long as required to provide our services, and in accordance with legal, tax and accounting requirements. Where your personal data is no longer required, we will ensure it is disposed of in a secure manner. Where required by law, we will notify you when this has happened.

ACCESS RIGHTS

In some jurisdictions, you may have the right to request copies of your personal data held by us. If you think any of that data is inaccurate, you may also ask us to correct it. You may also have a right, in certain circumstances, to require us to stop processing your personal data. Also, you have the right to ask us to transfer your personal data to someone you nominate for your own purposes.

To get in touch with us about any of this, please email or write to us at the address below. Please note that we may request proof of identity. We will respond to your requests within the time frame that applies in the country concerned.

In certain circumstances, in countries where it is required or permitted by law, we might not be able to provide you with access to some of your personal data. Wherever possible, we will notify you of the reasons for this.

ABOUT OUR WEBSITE

The primary purpose of our website is to provide you with information regarding the services provided by Evolve South Africa / Evolve International, its partners and its consultants.

We may disclose or share personal data with third parties as outlined above to operate the website and provide our executive search services, as well as assessment services in certain countries. If you are concerned about these arrangements, you should not use the website and contact us to ask us not to process your personal data.

THIRD PARTY WEBSITES

This Policy only applies to this website. If you land on our site from other websites or move to other ones from our website, you should read their separate privacy policies.

COMPLAINTS PROCEDURE

If you have a complaint about how we have handled your personal data, contact us using the details below, and we will investigate your complaint. Please use the same contact details to instruct us to cease processing your personal data.

CONTACTING US

If you have any questions about this Privacy Policy, or would like to exercise your rights with respect to your personal data, please contact us:

Data Administrator – tasneem@evolve.za.com

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