



## How ISM Search Ltd handles GDPR Data

### 1. What is Personal Data.

Personal data is all information that directly or indirectly can be connected to you.

### 2. Which personal data do we have and how do we use it.

Your personal data is being recorded in the unique **ISM** database to be used for evaluating your candidacy for a future position. Based on a careful identification of the position, briefed by the Client, and through systematic and thorough research, ISM identifies potential candidates for a position.

### 3. How long do we save your personal data.

Your CV is stored in our database until you inform us that you no longer want it to be stored. Please send an e-mail to [jobs@ismsearch.com](mailto:jobs@ismsearch.com) informing ISM that you no longer wish your CV to be available.

### 4. To whom do we send your personal data.

Your personal data will only be sent to prospective Employers after we have received your written consent. ISM does not sell or rent any personal information to any other company or organisation.

### 5. How do we protect your personal data.

Confidentiality and integrity is extremely important to ISM, therefore we put your security in focus. We always take steps to protect your data in accordance with the Data Protection Regulation and established guidelines for information security. This means that we have routines and rules on data protection, for example, we send your information safely and ensure that staff only have access to the information they need to perform their work. We always log events in our IT system.

### 6. Your rights

You have certain rights under the data protection legislation. If you wish to use any of your rights, please contact us via e-mail [jobs@ismsearch.com](mailto:jobs@ismsearch.com)

*Access to your personal information* - You are entitled to receive confirmation if we process your personal information and an extract of which information is being stored.

*Request of correction* - You are entitled to have incorrect information corrected.

*Request to be deleted* - You may have your information removed.

### 7. Contact information

We have appointed a Data Protection Officer who verifies compliance with this Privacy Policy. You always have the right to send a complaint with a supervisory authority. Please contact our Data Protection Officer via e-mail [jobs@ismsearch.com](mailto:jobs@ismsearch.com)

