# **Privacy policy**

# Privacy Policy for SATZ Software & Consulting GmbH

SATZ Software & Consulting GmbH is committed to protecting the privacy of our candidates, clients and users of our website. We want to provide a safe and secure user experience. We will ensure that the information you submit to us via our website or through any other channels is genuinely used for the purpose to help you in process of job/project search.

### The Information We Collect

SATZ Software & Consulting GmbH may collect your personal details, such as your name, age, contact details, education details, employment history, and immigration status. Where necessary and appropriate with local laws and requirements, we may also collect information related to ethnicity and origins or details of any criminal convictions. This information is held and disclosed by us for the following purposes:

1. To provide you with our full services;

**2.** To sustain and maintain our relationship as a candidate and business service provider and/or as a client and business service provider, where you are user of our website, a client or candidate;

**3.** To give you a possibility to submit your CV or profile for general applications or to apply for a specific open role.

**4.** To match your personal details and professional achievements with job vacancies, to assist us in finding a position that is most suitable for you and to send your personal information (including sensitive personal information) to clients in order to apply for jobs/projects;

5. To respond on your requests and cover your needs;

6. To fulfil the contractual obligations with our clients.

**7.** If SATZ Software & Consulting GmbH or its business merges with or is acquired by another business or company, we may share personal information with the new owners of the business or company and their advisors; if this happens, you will be receive a notice from us;

#### Profile & CV

We give you an option of submitting your CV via our website or by providing it directly to one of our consultants. You can do this either to apply for a specific advertised job or for a general application for positions as they come up.

#### Access

You have the right at any time to ask us for a copy of the information supplied by you that we hold. We may ask you to verify your identity and for more information about your request. We also have the right to charge an administrative fee for this service. Where we are legally permitted to do so, we may refuse your request and will give you reasons for doing so.

If you would like for SATZ to stop holding record on your personal details, please make a request and contact <u>info@satzsoft.com</u>. However, if this involves a request for complete deletion of your file, please be aware that we may not be required or able to do so, particularly where your file also holds information about our clients or financial information that we need to keep for periods of up to six years i.e. that relate to tax matters. Where we are unable to comply with your request we will provide reasons for failing to do so.

#### **Banners and Other websites**

Please note that clicking on links and banner advertisements may result in your transferral to another website - where data privacy practices may be different to that of SATZ Software & Consulting GmbH. Visitors should consult the other websites' privacy policies as we are not responsible for, and have no control over, information that is submitted to or collected by these third parties. Given that the Internet is a global environment, using the Internet to collect and process personal data necessarily involves the transmission of data on an international basis. Therefore, by browsing our website and communicating electronically with us, you acknowledge and agree to our processing of personal data in this way.

## **Equal Opportunities**

SATZ Software & Consulting GmbH is an equal opportunities employer and a company committed to diversity and inclusion. This means that all job applicants and members of staff will receive equal treatment and that we will not discriminate against gender, race, ethnic origin, marital status, nationality, disability, sexual orientation, religion or age.

Please note that your application once it's submitted will be automatically stored in our applicant system. Please inform us if you would like your data to be deleted.

We really appreciate your interest in our company and we make sure to give you full support in job search process. We wish you the best of luck in the professional development and your future career.