

WELCOME NOTE & CONTACTS

In collaboration with Talentarium, we strongly care about your data. This privacy policy is intended to better understand our process of collecting your information, the way we store and process it. These rules are important, so we hope you will read them carefully.

If you have any requests, questions or concerns about our privacy policy or about this document, please contact us:

Phone: +385 (0)91 3232339
E-mail: privacy@talentarium.hr

Last update: 20180517

THE REASONS WHY WE STORE PERSONAL DATA

Regarding the fact that Talentarium operates as a headhunting agency, in order to perform its services we also rely on our candidate database.

The information that we collect about you may include certain digital identifiers that are considered "personal data" under European law. We process this data either as it is necessary to further our legitimate interest and/or pursuant to your consent.

WHAT WE CONSIDER PERSONAL DATA

As personal data we consider any information relating to an identified or identifiable natural person ('data subject'). Not only the name of a person but also, for example, one's email address, telephone number, location data, salary details, assessment reports, photo, etc. qualify as personal data.

HOW WE STORE PERSONAL DATA

We store personal data both digitally and in paper form. Some aspects of the digital data processes Talentarium performs using the services of external service providers by applying all the technical and organizational data protection measures.

Talentarium uses industry-standard physical, electronic, and procedural measures designed to safeguard the information in our possession against loss, theft and unauthorized use, disclosure, or modification. However, please note that no transmission of information via the Internet or electronic storage solution can be guaranteed to be completely secure, although we take reasonable precautions to protect against security incidents. And the same goes for the data we store in paper form.

RETENTION OF PERSONAL DATA

We keep the personal data until its deletion is explicitly requested or if it has not been updated for 5 years. Therefore, we keep personal data for 5 years after the last update.

In some cases, we may keep some information for longer periods of time where required under certain laws or to comply with law enforcement or regulatory requests, which for example may include, those relating to corporate governance, taxation, money laundering and financial reporting legislation.

THE RIGHT TO ACCESS PERSONAL DATA

Person has a right to access their personal data and to be informed of how these data are being processed. Talentarium can provide export of personal data in CSV format following a personal request, within 48 hours after the request is made. Talentarium also provides its candidates an access to their personal data via Candidate Profile web interface.

All requests to access personal data can be claimed via contact information displayed on top of this document.

THE RIGHT FOR PERSONAL DATA TO BE DELETED

Person has the right to ask for their data to be deleted at any time and Talentarium will remove these data from its system within 48 hours after the request is made.

All requests to delete personal data can be claimed via contact information displayed on top of this document.

RESTRICT THE PROCESSING OF PERSONAL DATA

Person has the right to restrict the processing of their data by request.

All requests can be claimed via contact information displayed on top of this document.

DO WE SHARE PERSONAL DATA

We do not share personal data. We do share personal data only for candidates who gave explicit consent for specific actions/processing (i.e. when candidates are introduced to our clients).

WHERE TO COMPLAIN ABOUT PRIVACY

All contacts and complaints can be made via contact information displayed on top of this document. In case of dispute, you can contact Croatian Personal Data Protection Agency (www.azop.hr).

OTHER

Promotional emails will not be sent unless the person explicitly opted-in to receive these.

Our servers storing your data are located in EU.

From time to time, Talentarium may modify this document to reflect industry initiatives, regulatory reasons, changes in the law, our information collection and use practices. Therefore, it is important that you review this document regularly to ensure you are updated as to any changes.

Privacy Policy is published on the website: www.talentarium.hr

Talentarium d.o.o. Zagreb, 2018.