

Latitude Executive Consulting's eleven-step Privacy Notice (GDPR)

(i) Latitude Executive Consulting takes data privacy seriously. This document outlines how we collect, share, and use personal information, and how you can exercise your privacy rights. We are required to notify you of this information. Please could you ensure that you read this and any other similar notices which we may provide to you from time to time when we are working together.

(ii) Personal information is required to facilitate our search and recruitment services, whether we are in the process of recruiting you as a candidate for a role with a client, assessing you as an employee of a client, identifying candidates for you as a client or working with you as a referee or source, or you are a supplier.

(iii) As a Candidate, you may provide personal information to us, such as when you send your CV, speak with a Latitude search consultant, or communicate generally with us in relation to our services; and we also may obtain information about you in other ways, as below.

You are not under any obligation to provide Latitude any information or engage with us and any information we collect directly from you, is assumed to have been provided voluntarily. This information typically includes but is not limited to:

Contact details: name, e-mail address, postal address, and telephone number.

CV information: contact details, employment history, educational history and professional/personal qualifications and activities.

Identification data: such as your civil/marital status, photograph, date of birth, gender, national origin, corporate identifier, national identifying document (e.g. passport/driving license).

Lifestyle and personality: such as community involvement and memberships, hobbies, social activities, and/or individual preferences, intellectual capacity, personality, behaviour, executive competencies, and/or character traits.

Health, diversity, and criminal conviction information: where appropriate, and in accordance with local law, we may also collect information related to your health, diversity information (including racial or ethnic origin, religious or other similar beliefs, and physical and/or mental health, including disability-related information), and/or details of any criminal convictions.

Occasionally financial information: to reimburse expenses incurred in connection with our services (usually when attending an interview with a client); we may collect certain financial information needed to document the expense and to reimburse you (e.g., bank account number and/or credit card number).

Additionally, we may collect this type of personal information about you from publicly available sources and third parties, always taking appropriate steps to ensure that such third parties are legally permitted or required to disclose such information to us.

We typically use candidate data for the following purposes: to provide our clients with the services, including assessing your suitability for executive roles with a client; contacting you about assignments conducted for our clients; sending and/or verifying your information to our clients. We may also use your personal information for other business purposes such as data and statistical

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analysis which can include diversity monitoring to ensure that our recruitment processes are aligned with our commitment to ensuring equal opportunities and to provide our clients with diverse pools of qualified candidates. Some of the data we may collect about you (in appropriate circumstances and in accordance with all applicable local law) falls under the umbrella of “diversity information”. This could be information about your ethnic background, gender, disability, age, sexual orientation, religion or other similar beliefs, and/or social-economic background.

(iv) As a Client, you may provide us with personal information about certain candidates in line with your privacy practices for which we are not responsible and which may differ from those set forth in this document. We also often hold information about you or individuals at your organisation (typically email/phone/job title) to ensure that our relationship runs smoothly. In accordance with local laws and requirements, we may seek more information about you or your colleagues from other sources generally by way of due diligence or other publicly available market intelligence and third parties.

We typically use client data to provide our clients with core services, revolving around candidate/leadership assessment and data/statistical analysis of the marketplace, in accordance with local laws and requirements.

(v) As a Referee, you help provide a service to our client and when discussing a reference from you about one of our candidates, we have access to your contact details (typically email/phone/job title/qualifications/career experience) and your link and experience of the relevant candidate, in addition to publicly available material.

(vi) As a Source, we have access to your contact details (typically email/phone/job title/qualifications/career experience) and your link and experience of the relevant candidate, in addition to publicly available material. Source data garners information on candidates in the course of providing the services to our clients.

(vii) As a Supplier we have access to your contact details which are typically email/phone, and occasionally your financial information, in connection with the services you provide to us.

(viii) We may share your personal information with: any competent legal, regulatory or government organisation, or other third party where we believe disclosure is required as a matter of applicable law or regulation; to exercise, establish, or defend our legal rights; or to protect your vital interests or those of any other individual. Regarding Candidates, Referees, and Sources, we may share your information with Clients who will need to process your information for the purposes we have described here. In the case of Candidates, we may share your information with third parties who we have retained to provide services such as educational and/or license verification checks, to the extent that these checks are appropriate and in accordance local laws. Similarly, for Candidates we may share your information with Sources and Referees with whom we work with in connection with providing our services to our Clients. For Sources and Referees, we endeavour to keep your information confidential from the Candidates you discuss with us, but under limited circumstances, your information may be disclosed to them. We may share information with any other person with your consent.

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Please be assured that we never sell your information to third parties or use the information for any purpose other than to provide a service within the clearly defined boundaries of this document; and is similarly protected within these auspices.

(ix) Your personal information may be transferred to, and processed in, countries other than the country in which you are resident. These countries may have data protection laws that are different from the laws of your country (and, in some cases, may not be as protective). If you are resident in the European Economic Area, our legal basis for collecting and using the personal information described above will depend on the personal information concerned and the specific context in which we collect it. However, we will normally collect personal information from you where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms.

When required by law, we will collect personal information only where we have your consent to do so (for example, if we need to collect and process any sensitive personal information about you). In some limited cases, it may be necessary for us to process personal information and, where appropriate and in accordance with local laws and requirements, sensitive personal information, in connection with exercising or defending legal claims (for example, where we need to take legal advice in relation to legal processing or are required by law to preserve or disclose certain information as part of the legal process).

If you have questions about or need further information concerning the legal basis on which we collect and use your personal information, please contact us on reply@latitudeexec.com.

(x) If you wish to access, correct, update, or request deletion of your personal information, you can do so at any time by contacting us on reply@latitudeexec.com. When asked to remove a record from our database, Latitude Executive Consulting will retain minimal personal information in order to prevent future contact, to keep a record of the information disclosed to our Clients and Candidates, and to preserve our interests in accordance with any applicable legal requirements. In addition, if you are a resident of the European Economic Area, you can object to processing of your personal information, ask us to restrict processing of your personal information, or request portability of your personal information. Similarly, if we have collected and processed your personal information with your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent. If you withdraw your consent, you will not be able to be a part of a Latitude search, assessment or leadership project. You have the right to complain to a data protection authority about our collection and use of your personal information.

(xi) Online transmissions are never entirely secure or devoid of error. Latitude takes every appropriate measure to protect your personal information from loss, misuse, unauthorized access, disclosure, alteration, and destruction. These technology and organisational processes have been created to provide a level of security appropriate to the risk of processing your private data and to help ensure that all your information is secure.