

Our Privacy Policy

Consulting & Management (“C&M, “we”, “us”, or “our”) are committed to quality, legality, transparency and integrity and we take our responsibility to protect your personal data very seriously.

This privacy policy is designed to meet the requirements of the **EU General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679)** and its seven principles and applies to personal data provided to us by individuals directly or by other routes.

This policy outlines how and why we collect and process your personal data and explain what are your rights relating to your personal data and how to contact us. The topics covered by this privacy statement are-

- ❖ Types of personal data we collect
- ❖ Methods for collecting your data
- ❖ Processing and transfer of your personal data
- ❖ Your personal data protection rights
- ❖ How to contact us
- ❖ Changes to our privacy policy

Types of personal data we collect

We collect your personal data for a business-related and legitimate purpose that is explained to you at the time when your data are collected. The types of data are but are not limited to:

- ✓ Your personal identification information
 - First name and last name
 - Date of birth
 - Personal contact details (email, telephone and postal address)
 - Nationality
- ✓ Other information in a Curriculum Vitae (following EU templates) for job applications
 - Education
 - Language skills
 - Skills and qualifications
 - Employment history, references
 - Professional experience and employment history, qualifications and skills, references
- ✓ Other personal data necessary to perform a contract or participate at an event
 - Bank details for payments
 - Copy of your passport for travel arrangements

Methods for collecting your data

We collect your personal data in a lawful, fair and transparent manner and only for the legitimate purpose. Your (specific and relevant) data are collected by using the following methods -

- Submission of job applications by you or responses to our advertisement
- Responses to our invitation to attend an event
- Direct online registration or applications to attend events
- Completion of customer survey
- Follow up or queries made by you on our social media accounts (e.g. Our website, LinkedIn and Twitter account)
- Registration or subscription to our mailing list

- Photographs or videos taken at events with a prior consent
- Email, telephone or face to face meetings or other forms of electronic communications necessary to conclude and perform a contract.

Processing and transfer of your personal data

Your data will be used for a specific purpose so that we can:

- Contact you with potential consultancy offers and employment opportunities
- Prepare and execute a service contract
- Invite you to participate at an event
- Make arrangements for attending events
- Conduct surveys or collect feedback relating to our services
- Comply with our contractual obligations
- Comply with our legal obligations and regulatory requirements
- Process your data when it is necessary for our legitimate interests, provided those are not overridden by your own interests, rights and freedoms.

We will store your data in a secure way and your records will be kept only for a period necessary to comply with our legal or contractual obligations or other business-related purposes. The data retention period varies depending on the purpose for which the data were collected and once this time period has expired, and without further consent from yourself, your data will be deleted.

We will only share your personal data with third parties for a legitimate purpose and only when we are legally permitted to transmit them. Our contractual and due diligence arrangements will ensure the security of your data at all times.

In case of international transfers outside EU/EEA countries, our agreement includes approved standard contractual clauses as appropriate safeguards for data transfer.

Your data protection rights

Under the data protection legislation, you have the rights over your personal data and we want to make sure you are fully aware of it. You can exercise the following rights in respect to your data:

- **Right to be informed:** Information in relation to the purpose and processing of your personal data is provided at the time of the data collection and you have the right to request it.
- **The right to access, amend and update:** You have the right to access your personal data held by us and update or amend any incomplete or inaccurate information you have given us.
- **The right to erase:** You are entitled to request to get your personal data deleted from our records where such data are no longer necessary.
- **The right to withdraw consent.** In case we processed your data based on consent (and not based on our legal obligations) you have the right to withdraw your consent you have given us, at any time.
- **The right to restrict or object processing.** You are entitled to object and request restriction of your data processing.
- **The right to data portability.** In case of processing by automated means, you are entitled to receive such data unless the processing is carried out as legal obligation.

If you wish to exercise any of those rights please write to us at gdpr@candm.sk. We will respond to your request in agreement with our legal and regulatory requirements. Depending on the type of

request we may ask for additional information to verify your identify, and your request will be acted as soon as the verification steps are completed.

How to contact us or place complaints

If you have any questions about our privacy policy, processing of personal data we hold on you, or you would like to exercise one of your legal rights or place a complain, please submit your requests to the following contacts:

Email us: gdpr@candm.sk

Write to us: Dlhá 38, SK90031 Stupava, Slovak Republic

Changes to our privacy policy

We regularly review our privacy policy and any updates are placed on this web page. This policy was last revised on 28 February 2021.