

Iason Consulting Privacy Policy

Last update on **May 24th, 2018**

1. Scope and coverage of the policy

The privacy of our employees, collaborators, followers, applicants and, in general, users is important to us, and so this data privacy policy ("Privacy Policy") has the main purpose to make transparent how we collect, use, share, retain and store personal data and other information in compliance with the applicable regulations of the European Union regarding the processing of personal data, including in particular the Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of personal data (the "**General Data Protection Regulation**" or "**GDPR**").

This Privacy Policy covers the personal data we collect about you when visiting our website, downloading or requesting for information, applying for a job.

This Privacy Policy also explains the choices regarding the use of collected data and information and the purposes of the processing we may make in respect of the data we collect. Choices include the way a user can agree or not to certain uses of personal data and information and the way it can access and update these data and information.

2. Accountability

When we refer to "*Iason*", "*we*" or "*us*" in this Privacy Policy, we mean **Iason Italia Srl**, a company of Iason Consulting Ltd accountable for the control of the data and the information collected when you use our services.

We refer to our website www.iasonltd.com as "Website" in this policy and for the purposes of this Privacy Policy, "*Iason services*" o "*Services*" refer to the access and the use of all the services within the Website, especially the *Iason Recruitment System* within the "*Jobs*" section of the Website.

3. What information we collect

We mainly collect personal data¹ of our applicants as described below.

Information you provide to us

We collect information about you when you input it into the *Iason Recruitment System* within the "*Jobs*" section of the Website or otherwise you provide it directly to us:

- **Account and profile information:** we collect information about you, such as Name, Surname, Citizenship, Date of Birth, Phone Number, Email and Password

¹as defined in the GDPR.

- **User Details:** we collect information and content that you submit when you access into the Recruitment System and perform all the relevant steps² for the application, including performing the evaluation test, such as:
 - *Personal Information:* your Surname, Name, Citizenship, Date of Birth, Telephone, Email Address
 - *Qualification:* your Degree, University, Faculty, Course, Graduation Period, Grade and Laude
 - *Language and IT Skills*
 - *Work Experience:* your Profession and Contract Type
 - *Application Type* (position of interest)
 - *CV*
 - *Test details* (all the results of the test performed)
 - *User status and recap*

Information we collect automatically when you use the Website

In addition to the details described in the previous section, we may collect information about you when you take certain actions on our Website. In particular, we may keep track of certain information when you visit and interact with the “[Research](#)” section of our Website. This information includes:

- the number and the frequency a paper/link is visualized and downloaded
- the date and time of consultation

In any case this information remains **anonymous** and it is collected just for statistical purposes.

Information we receive from other sources

We receive information from third party services you might be using.

For example, we receive information about you when you apply for a job for Iason and you have provided your consent to the head-hunter or recruitment agency or we receive information about your participation to an event we are sponsoring when you have provided your consent to the organizer. You should always check the privacy settings and notices in these third-party services to understand what data may be disclosed to us or shared with Iason.

We may also receive your contact information when you express interests in Iason products and services in a third-party website or with a partner.

4. How we use information

We collect and process information about you only where such processing is lawful under the GDPR and other applicable EU and national laws. The legal basis for the processing of your data depends on the Services you use and how you use them. This means that we collect and process your information only where:

- you give us consent to do so for a specific purpose

²not all the requested information are strictly mandatory for the application, relevant fields are properly indicated and test submission is subject to administrator approval.

- the processing satisfies a legitimate interest as defined in the GDPR (which is not overridden by your data protection rights or interests) to improve our Services, to market and promote our products and Services, or to protect our legal rights and interests
- we need to process your data to comply with a legal obligation
- the processing of your data is necessary to enable us to take certain necessary steps at your request prior to entering into a contract or for the performance of a contract with you

Below are the *specific purposes* for which we use the information we collect about you, either with your consent or based on the legitimate interest described above, as applicable:

- **To process job applications:** we use your contact information and additional information you provided us for the recruitment-related process as described in the previous section; we always request for your consent to process this information as part of the job application process. If you do not consent, we will not be able to process your application.
- **To communicate with you about Iason services:** we may use your contact information to send communications via email and within the services, including responding to your comments, questions and requests for information, and sending you technical notices, updates, and administrative messages; if you object to the processing of your personal data, we might not be able to fulfil your requests or to inform you about changes regarding the services.
- **To market, promote, and drive engagement with the services:** we may use your contact information to send communications that may be of specific interest to you as an employee of a company with whom we have or look to develop a business relationship, including by email; these communications are aimed at driving engagement and maximizing the value of our services for our clients, prospects and business partners, including information about new features, survey requests, news, and events we think may be of interest; we may communicate with you about new product and service offers; we may also communicate with you to manage your registration to corporate, online or industry event that Iason organizes or sponsors.
- **To protect our legitimate business interests and legal rights:** where required by law or where we believe it is necessary to protect our legal rights, interests and the interests of others, we use information about you in connection with legal claims, compliance, regulatory, and audit functions.

5. How we share information

We are not in the business of selling information and we will not sell any information we collect with advertisers or other third parties for commercial purposes.

We share the information we collect with our personnel, with our affiliated companies and, in some cases, with certain Partners and Clients, to the extent necessary for the fulfilment of the Services.

In particular:

- Only the relevant personnel of Iason or its affiliates who needs to be given access to the information for the purposes mentioned above will be given access to your information; for instance, only the relevant people in Iason departments involved in a recruitment process may access the personal data you decide to supply on the *Jobs* section of the Website when submitting a job application to Iason

- It may happen that we need to share part of the information we collect with our Partners or Clients; for instance, it may happen that we need to share an applicant CV to our Partner or Client in order to understand if the professional profile is in line with their expectations; in this case, our Partners/Clients will do so under instruction from us, including abiding by policies and procedures designed to protect your information and a strict confidentiality obligation
- The information that we collect is stored in Italy; for the purpose of the Services, we may share the information with affiliates located outside the European Union, including in countries that may not have equivalent privacy and data protection laws to E.U. regulations on data protection; in this case, we process your information in accordance with standard contractual clauses on data protection, whose terms have been approved by the European Commission, to safeguard the transfer of information we collect
- In exceptional circumstances, we may share information about you with a third party if we believe that sharing is reasonably necessary to:
 - comply with any applicable law, regulation, legal process or governmental request
 - enforce our agreements, policies and terms of service
 - protect the security or integrity of our products and services
 - protect Iason, our Partners and Clients, or the public from harm or illegal activities

6. How we store and secure information

Iason is committed to the protection of the personal data that you have provided us with in order to preserve their confidentiality and prevent any unauthorized access, use, alteration or destruction of your personal data.

The personnel of Iason and its affiliates who is given access to your personal data for the purposes set out above in this privacy policy is bound by a strict confidentiality obligation, whose breach can be sanctioned by disciplinary action and/or other sanctions in accordance with applicable laws.

As part of the information security policy implemented by Iason for the protection of its own sensitive information and its clients' information, Iason applies organizational and technical measures to ensure appropriate security of the personal data we collect, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, and to ensure that such personal data can only be accessed by the authorized personnel of Iason or its affiliates, and only for the purposes described in this privacy policy.

Although the security policy implemented by Iason, communications via the Internet may potentially be intercepted, lost or modified and such risks remain beyond Iason reasonable control. Accordingly, you acknowledge and accept that Iason may not be held liable, for any reason whatsoever, for any damage of whatever nature resulting from the transmission of personal data, and that all communication to the Website is at your own risk.

7. How long we keep information

How long we keep information we collect depends on the type of information, as described in further detail below. After such time, we will either delete or anonymize the information we collect or, if this is not possible, we will securely store this information from any further use until deletion is possible.

Retaining policy:

- **Account and profile information:** we retain account information for the Recruitment System until you decide to delete your account (via communication to us) or we decide to remove it for specific reasons;
- **User details:** in the case of recruitment process, we store the information as long as they are necessary to our valuation.
- We may retain some of your information as necessary to comply with our legal obligations, to resolve disputes, to enforce our agreements, to support business operations and to continue to develop and improve our Services.

8. How to access and control your information

Regarding the information you provide to us for recruitment purposes within our *Jobs* section of the Webside, you can:

- check your information
- request a copy of your information
- object to our use of your information
- request the deletion or correction of your information
- request that our processing of your information be restricted

Please note that we may not be able to provide the Service to you if we cannot access or use all the information we consider mandatory for the purpose of the Service.

9. Other important privacy information

We may change this privacy policy from time to time, thus we encourage you to review it whenever you use the Services to stay informed about our data privacy practices.

For job application: If you are a job applicant who has submitted contact and user details information to Iason, please contact the people that are indicated in the "[Need Help?](#)" session of the Website for all requests regarding your job application or otherwise to exercise your right to request access to, rectification or erasure of your personal data.

For other purposes: for all requests, other than those related to a job application, please contact us by email at the following address: info@iasonltd.com.

We will use reasonable efforts to respond to your request within a reasonable period of time, depending on the nature and context of your request.

Where you make the request by email, and unless otherwise specified in your request, the information that you are requesting will be provided to you by email.