

Algoteque International Privacy Statement

Algoteque International is committed to protect and respect your privacy. This Privacy Statement is the basis on how the personal data collected from you or provided to us from you, will be processed by Algoteque International. This data is processed on behalf of our recruitment processes and services, website visits and otherwise. Please read the following carefully to understand our views and practices regarding your personal data and how we process it.

Why Do We process personal data?

- Algoteque International process personal data in order to service it's clients with development resources and to recruit potential candidates to match with our clients needs..
- We store and process data from our employees that is legally required in Poland in order to have them employed (i.e. salary administration, taxes, accountancy & contracts). Legal ground: legal obligations
- We store and process data from our clients (account information & contracts, invoicing, taxes etc...). Legal grounds: contract performance, legitimate interests (to enable us to perform our obligations and provide our services to you), consent.
- We use Google Analytics on our website (Algoteque.com) Legal grounds: legitimate interest (to be able to optimize and improve our website technically and for the best user experience).
- To be able to communicate with candidates, prospects, clients and others. Legal grounds: contract performance, legitimate interests (to enable us to perform our obligations and provide our services to you), consent.

We don't make use of any automated decision-making system that may effect your privacy.

What Type of Data Does Algoteque International Collect?

- Contact Information (i.e. name, telephone number, email addresses & addresses).
- For recruitment, we process & store CV's (this includes the contact details, work experience & education information).
- For clients we process & store contact details such as FAT/VAT numbers, company details, contracts, invoicing data).
- For employees we process & store contact details such as social security numbers project hours.
- For the website we do not store any data. The usage data is not identifiable to a person or company.
- We only process sensitive personal data like for example health data with your explicit consent and for one or more specific purposes.

Permissions Related to CV

We only use your CV with your consent and will only use it for the permissions you provided the CV for (recruiting and matching education, experience and skills with clients/prospects). At any time you can ask us to remove your CV from system and will comply within a month's time.

How do we collect your information?

In the course of using our services, consulting with our team, sending us an email, or communicating with us in any way, you are voluntarily giving us the information that we collect. We don't obtain personal information from third parties.

The provision of personal data is partly required by law (e.g. tax regulations) or can also result from contractual provisions. The non-provision of the personal data would have the consequence that the contract with you cannot be concluded.

Personal Data & Third Parties

We may share your data with third parties who provide services on our behalf. All our third-party service providers are required to take appropriate security measures to protect your data in line with our policies. We may also share your personal data with third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation.

Where your data is shared with third parties, we will seek to share the minimum amount necessary.

Who do we share your personal data with?

We only share your personal data to the extent that is needed for the purposes described in this privacy statement, i.e. tax authorities, IT service providers, payment processing agencies. If we want to share your information for other purposes, we will ask your consent. We will never sell your personal data or information to third parties.

Transfers outside the European Economic Area

There may be occasions when we transfer your data outside the European Economic Area (EEA). If so, we will take the steps needed to make sure that an adequate level of data protection is in place. For example:

- the country receiving the data is considered by the EU to provide an adequate level of data protection;
- the transfer is governed by approved contractual clauses;
- the data is transferred to companies that are certified under the EU US Privacy Shield;
- the transfer has your consent
- the transfer is necessary for the performance of a contract with you or to take steps requested by you prior to entering into that contract.

Data Safety

We take all appropriate measures to ensure that personal data is kept secure, including security measures to prevent personal data from being accidentally lost, used or accessed in an unauthorized way. We limit access to your personal data to those who have a genuine business need, to know it. Those processing your information will do so only in an authorized manner and are subject to a duty of confidentiality. We also have procedures in place to handle any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Our website may contain links to other third party websites. If you follow a link to any of those third party websites, please note that they have their own privacy policies and that we do not accept any responsibility or liability for their policies or processing of your personal information. Please check these policies before you submit any personal information to such third party websites.

Retention periods

We will not process your personal data longer than needed for the purposes described in this privacy statement and required by law. After the retention periods your data will be safely removed from our systems.

Your Rights

- You have the right to ask for an overview of the data we have about you and to ask us for a copy of your data.
- You have the right to ask for a correction or removal of your data (within legal limitations).
- You have the right to ask for deletion of your data (within legal limitations).
- You have the right to (partially) object to our usage of your data (including the use for marketing purposes), we will stop using your data. immediately and destroy the data we have (within legal limitations).

- You have the right to ask us to transfer the personal information that you have provided to us to another third party (data portability).
- We will not charge you for correction, removal or an overview request.
- If our processing is based on your consent, you have the right to withdraw consent at any time.

Use of privacy rights, questions or complaints

If you want to use (one of) your privacy rights? Then contact us via the contact details listed at the bottom of this privacy statement. You can also contact us with questions about your privacy or our processing of your personal data

We will let you know within one month what we have done with your request. If your request is complicated, this period can then be extended with two more months. If we want to extend this period, we will let you know within one month after receiving your request. If you don't agree with the processing of your request you also have the right to file a complaint to the

Polish Data Protection Supervisory Authority. URL: <https://uodo.gov.pl/en>

Changes

Algoteque International holds the right to change this Privacy Statement at any given time. The latest version is always available online, at Algoteque.com. This privacy policy was last updated on April 17th 2019.

Cookies website

We use Google Analytics to monitor traffic and usage of our website. We do not use this for any other purpose. Google Analytics uses Cookies (a small text file stored on your computer). The cookies that Algoteque uses do not collect personal information such as name, address, email address and do not link any information they collect to an individual.

Contact details:

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