

## Privacy Policy

### 1. Introduction

This Privacy Policy outlines how RECVOLT manages the personal information collected about its Users. By accepting this Policy, you, as a User, agree to allow RECVOLT to use your information in the manner set out in this Policy.

RECVOLT shall review this Policy from time to time to account for changes to the law and its internal operations and practices. Any personal information that RECVOLT holds about you will be managed in accordance with the most up to date version of its Policy.

### 2. User's personal information

The sorts of personal information that RECVOLT collects from you will depend on whether you are an Employer or a Recruitment Agent. RECVOLT will collect personal information that will enable, where you agree, other users to contact you.

This information may include names, current address, telephone number and email address, educational and work experience, work performance and other employment related details and any other information requested on your platform's profile with the aim to initiate and complete a Recruitment Project.

As Recruitment Agent, you will provide personal information about other individuals, being Candidates, and who are not, as such, User of the platform. You especially agree to inform those individuals that you are providing their personal information to RECVOLT and direct them to a copy of this Policy.

Candidate Information typically include:

- Personal Information (name, age, civil status, address...)
- Candidate's curriculum vitae
- Employment testimonials and references (e.g. from current and previous employer)
- Remuneration current employer
- Employment notice period and other availability restrictions
- Right to work in the requested area and country and other information (work/residence permit, insurance)

If you choose not to provide personal information required by RECVOLT or by other User of the platform, you may not be eligible to receive certain services.

### 3. How do RECVOLT collect your personal information?

RECVOLT collect your personal information in a number of ways, including:

- directly from you, for example, when you provide information during registration process or when you submit in any other way your personal details on the platform;
- from certain third parties including, for example, recruiters to whom you have provided your personal information;
- from organisations outside of RECVOLT where RECVOLT has engaged or contacted those organisations in connection with providing you with the services you require; and
- from our own records of how you use our services, including how you use our Platform.

### 4. Who do RECVOLT disclose your personal information to?

In order to provide you with the services you require, RECVOLT may disclose your personal information to other User or third parties.

Recruitment Agents' information shall be disclosed to any Employer registered on the platform.

Employer's information disclosure shall be limited to Your personal information is disclosed to these organisations to enable us, or other users (namely Recruitment Agents) to whom you have provided your personal information, to provide services to you.

In addition, RECVOLT may disclose your personal information to:

- your authorised representatives;
- our related companies;
- our professional advisers, including our accountants, auditors and lawyers;
- government and regulatory authorities and other organisations, where required or authorised by law; and
- third parties who are seeking to merge with, or acquire our assets or equity.

In some cases, your information may be sent overseas (for example, where the Job Vacancy provided is an international one). Again, your personal information will only be disclosed to foreign organisations to enable us, or other users to whom you have provided your personal information, to provide services to you.

## **5. How do RECVOLT store your personal information?**

Protecting your privacy is important to us. RECVOLT hold the personal information that you provide in a variety of secure computer storage facilities, paper-based files and other records and take steps to protect the information RECVOLT hold from misuse, loss, unauthorised access, modification and disclosure.

RECVOLT may need to maintain records containing your personal information for a significant period of time. However, when RECVOLT consider information is no longer needed, RECVOLT will remove any details that will identify you or RECVOLT will securely destroy the records.

## **6. How do RECVOLT ensure that your personal information is accurate and up to date?**

RECVOLT strive to ensure that the personal information RECVOLT hold about you is accurate and up to date. If you have created a profile with us via our Platform, you can update or delete the personal information contained in your profile at any time via our Platform. In all other cases where you consider that the information that RECVOLT hold about you is inaccurate or no longer current, please Contact Us.

## **7. When can you access personal information that RECVOLT hold about you?**

Subject to some exceptions that are set out in the relevant applicable legislation, you can gain access to the personal information that RECVOLT hold about you.

RECVOLT may refuse your request for access in circumstances where honoring your request would interfere with the privacy rights of others or would breach an obligation of confidentiality that attaches to the relevant information.

If you wish to access your personal information, you will need to contact us on [contact@recvolt.com](mailto:contact@recvolt.com) to complete an Application Form. Depending on the nature of your request and the extent of information you require, RECVOLT may impose a reasonable fee to provide you with access. RECVOLT will contact you to discuss this fee once RECVOLT receive your Application Form.