

## **Privacy Policy**

Pinnacle HR is a HR and Talent Consultancy who provide HR, Talent Acquisition, Executive Search and Coaching services. The purpose of our privacy policy is to ensure that you are aware of our policies and procedures for collecting, using, and disclosing your data that you provide to us directly or through our website.

### **What information do we collect?**

We collect information necessary to be able to find available opportunities and further information needed to assess your eligibility through the different stages of a search process. This information includes CV's, identification documents, educational records, work history, employment and references. We may also collect sensitive personal data about you as part of our search process. This data is only collected where you have given your explicit consent for us to do so.

We collect information about you that you provide during our confidential coaching sessions. The content of our discussions, and the information that you provide to us during these sessions will remain confidential and private, and under no circumstances, will your information, including name and company name, be disclosed.

We collect "cookies" to collect information and improve our services. A cookie is a small data file that is sent to your browser from our servers and stored on your computer's hard drive. We use Google Analytics to provide us with aggregated data around usage and web traffic. You can opt out of cookie tracking by Google Analytics by visiting [here](#).

### **How do we collect your information?**

We collect information through technology. Our website collects and stores any information you enter on our website or provide to us in any other way. In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet; e-mail address; computer and connection information. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page.

We collect information through you, our clients, whether that is in person, over the phone, through email exchanges, or when you send us your CV.

We collect information that is publicly available. For example, we collect information through professional networking sites, including but not limited to LinkedIn, search engines, email finding services that access publicly available data, Pitchbook, information services, through references or word of mouth.

### **How and why we use your information?**

We use your information that you have provided to us to identify opportunities, match your skills, experience and education with potential employers.

We use your information during our confidential coaching sessions to facilitate and enable your self discovery to achieve your coaching goals and outcomes.

### **Who do we share your information with?**

Your information is shared with clients who have initiated a search assignment, and for which you have given your express consent to be considered.

Your information is shared from our coaching sessions, only when express written consent is received. As a member of the EMCC (European Mentoring and Coaching Council), and accredited at Practitioner level, we have expressly agreed to adhere to the code of professional practice and [code of ethics](#).

### **Where we store your data?**

The information that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), for the purposes described above. It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers who act on our behalf. Such staff may be engaged in, among other things, the processing of your request for information and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your personal data is treated securely and in accordance with this Privacy Statement.

### **How long do we keep your information?**

We keep your information for 7 years.

### **What legal basis do we have for using your information?**

Our processing of your information is necessary for our legitimate interests in that we need the information in order to be able to assess suitability for potential roles, to find potential candidates and to contact clients and referees.

### **Do we transfer your data outside of the EEA?**

We only transfer your data outside of the EEA with your express consent. In countries outside of the EEA, their privacy laws may be different from those in your home country. Where we transfer data to a country which has not been deemed to provide adequate data protection standards, we have security measures in place to protect your personal data. For more information as related to data transfers, contact our privacy team [here](#) or to Pinnacle House, 20 Fitzwilliam Street Upper, Dublin 2, Ireland.

## **Your Rights**

You have a right to ask us not to process your personal data or information that you have provided to us. We will only disclose your information to a third party with your express consent.

You have the right to request a copy of the information held by us about you. We will act on requests and provide information free of charge, but may charge a reasonable fee to cover our administrative costs of providing the information. Please consider your request responsibly before submitting it. Requests will be responded to within one month from when we receive your request; however, if the request is going to take longer to complete, we will come back to you and let you know.

## **How you can contact us?**

If you have any questions on how we process your information, please contact us [here](#) or to Pinnacle House, 20 Fitzwilliam Street Upper, Dublin 2, Ireland.