

# Privacy Policy for AMSpace Recruitment Consultancy

Effective Date: 13-11-2023

## 1. Introduction

Welcome to AMSpace Recruitment Consultancy (Registered at KVK as 'Adam International Recruitment Consultancy B.V') This Privacy Policy explains how we collect, use, disclose, and safeguard your personal information in accordance with the General Data Protection Regulation (GDPR) and other applicable data protection laws.

## 2. Information We Collect

We may collect and process the following types of personal information:

- Personal details (e.g., name, contact information, date of birth).
- Employment-related information (e.g., CV, resume, work history).
- Identification information (e.g., passport, national ID).
- Contact details (e.g., email address, phone number).
- Other relevant information necessary for recruitment purposes.

## 3. How We Collect Information

We may collect your personal information through various channels, including:

- Directly from you when you submit your application or interact with us.
- From third-party sources, such as job boards, references, or background check providers.

## 4. How We Use Your Information

We use your personal information for the following purposes:

- To assess and process your job application.
- To communicate with you regarding job opportunities.
- To comply with legal obligations.
- To improve our recruitment processes.

## **5. Data Sharing and Disclosure**

We may share your personal information with:

- Prospective employers and clients.
- Third-party service providers who assist in the recruitment process.
- Legal authorities when required by law.

## **6. International Data Transfers**

Your personal information may be transferred to and processed in countries outside the European Economic Area (EEA). We ensure that appropriate safeguards are in place to protect your data.

## **7. Data Security**

We implement appropriate technical and organizational measures to ensure the security of your personal information.

## **8. Your Rights**

You have the right to access, correct, and delete your personal information. To exercise these rights or for any privacy-related inquiries, please contact us at [your contact information].

## **9. Changes to this Privacy Policy**

We may update this Privacy Policy to reflect changes in our practices or legal requirements. The updated policy will be posted on our website.

## **10. Contact Information**

If you have any questions or concerns about our privacy practices, please contact us at [info@amspace-recruitment.com](mailto:info@amspace-recruitment.com)