

GDPR-Compliant Consent Form

This Consent Form is issued by Hoffman & Associates (“**[Hoffman]**”). For the purposes of this Consent Form, Hoffman is the controller.

Providing your consent to the processing of your personal data is voluntary. By [clicking]/[signing] below, you understand that Hoffman will process your Relevant Personal Data (as defined below) in accordance with this Consent Form, and you consent to such processing. You can revoke your consent at any time, free of charge, by contacting us via email on search@hoffman-associates.be

Categories of personal data – The categories of personal data that Hoffman may process include: information in a standard curriculum vitae (e.g., name, address and other contact information including personal telephone numbers and email addresses, educational history, employment history, degree(s) and other qualifications, languages and other skills); age/date of birth; nationality; Government-issued identification information; passport or visa information; job title and role / function; salary and compensation data (including non-salary benefits, bonuses and incentives and other financial information); annual leave information; retirement and pensions information; performance reviews and disciplinary information; views and opinions regarding the suitability of the Candidate for a particular role within a client’s organisation; social media presence and activity; a record of our contact history with you and comments from third parties; compliance with environmental, health, and safety policies, procedures, standards and guidelines; and training and development, and compliance with applicable policies, procedures, standards and guidelines and related investigations (together, the “**Relevant Personal Data**”). Our records may be derived from information collected directly from you, publicly available sources and third parties.

Sensitive personal data – The categories of personal data that Hoffman may process (to the extent permitted or required by applicable law) include: disability information; marital status; and family situation.

Purposes of processing Relevant Personal Data – The purposes for which Hoffman may process your Relevant Personal Data include: conducting tests (e.g., psychometric tests); producing test results and analysis; providing our clients with board and executive search and assessment services; leadership consulting services; statistical analysis; advisory services; preparation and distribution of thought leadership content; compliance with applicable laws, regulations and regulatory guidance; additional purposes set out in the Hoffman Privacy Notice; and such other services as you may request from time to time. We may also use your Relevant Personal Data to contact you regarding job opportunities, assessments, assignments or leadership consulting services conducted for our clients that involve the identification, evaluation and/or selection of qualified candidates.

International transfers of Relevant Personal Data – For the purposes set out in this Consent Form, Hoffman may transfer your Relevant Personal Data to recipients outside the jurisdiction in which your Relevant Personal Data were collected. In these cases, Hoffman shall comply with the relevant requirements of applicable law regarding such transfers.

Security of Relevant Personal Data – Hoffman shall implement appropriate technical and organizational measures to protect your Relevant Personal Data.

Disclosures of Relevant Personal Data to third parties – In order to fulfil the purposes set out in this Consent Form, Hoffman may disclose your Relevant Personal Data to third parties, including: Hoffman subsidiaries and affiliates; Hoffman’s clients; Hoffman’s third party processors and service providers (subject to appropriate processing agreements); and courts, administrative bodies, and law enforcement agencies, to the extent required by applicable law. In particular, Hoffman may disclose your personal data to third party providers of background screening services, in order to determine your suitability for particular roles.

Data retention – Hoffman may retain your Personal Data for as long as necessary to fulfil the purposes for which those Personal Data were originally collected, or for such other periods and purposes as maybe required or permitted under applicable law. Thereafter, Hoffman shall promptly delete or de-identify your personal data.

Your rights – Subject to applicable law (including any exemptions or derogations under such law), you may have a right to access your Relevant Personal Data, to have errors in your Relevant Personal Data rectified, and to object to the processing of your Relevant Personal Data on legitimate grounds. You may also have the right to lodge a complaint with any appropriate data protection authority, regarding the processing of your personal data.

Additional information – Additional information regarding the processing of your Relevant Personal Data by Hoffman may be found on our website www.hoffman-associates.be

Contact details – You may contact Hoffman to ask any questions about this Consent Form, or for the purposes of exercising your rights under applicable law, or for any other purpose in connection with this Consent Form, at:

Hoffman & Associates
Boulevard de la Woluwe 62,
1200 Brussels
Belgium

search@hoffman-associates.be

+32 2 779 52 52

Governing law – Consent Form is governed by, and construed in accordance with, the laws of Belgium and is subject to the exclusive jurisdiction of the courts of Brussels. This does not affect your statutory rights.

I consent to the processing of my personal data as set out in this Consent Form,

Date:

Full name:

Signature: