



Noventum Service Management Consultants Ltd. having its registered office address at Stasandrou 20, Office 201, 1060 Nicosia, Cyprus (“Noventum”) understands that your privacy is important to you. Noventum is committed to protecting the privacy of your personally-identifiable information as you use this website. The scope of Noventum’s commitment is described in this Privacy Policy. By submitting information, you agree to Noventum’s use of such information as described herein.

1. What personally-identifiable information is collected?

Noventum collects personally-identifiable information on certain areas of the website when users register, apply for jobs, participate in assessments / surveys, or request further information or services.

In addition, Noventum collects personally-identifiable information available from third-party websites. (ex. LinkedIn)

The personally-identifiable information collected may consist of information that you provide, such as your name, country of residence, e-mail address, telephone number, as well as any other personally-identifiable information that you include on your resume or any other attachments.

In addition, Noventum collects certain information that you do not visibly enter, such as your IP address, browsing pattern on the Site, click stream data, HTTP protocol elements, and the status of cookies placed on your computer by Noventum. Any data collected, will be used for recruitment purposes only.

2. How long we store your data?

We may keep all your personally-identifiable information on file and use it to contact you for recruiting purposes until you no longer request to find a job through our website and delete your data or request from Noventum to delete your data.

3. How may Noventum use my personally-identifiable information?

Noventum uses your personally-identifiable information to fulfil your requests for information on job opportunities, to evaluate any job applications or other employment-related inquiries that you may submit, and for other purposes you may initiate or request.

Noventum presents data in an aggregate way to third-parties looking for candidates. Noventum shares candidate data with its customers looking for candidates, once they have a signed contract with Noventum.

Noventum uses personally-identifiable information collected from cookies and IP addresses as described below.

4. Links to third-party sites

Noventum may provide links to third-party websites or information as a service to our users. If you use these links, you will leave this website. Such links do not constitute or imply an endorsement, sponsorship, or recommendation by Noventum of the third-

party, the third-party website, or the information contained therein, and Noventum shall not be responsible or liable for your use thereof. Such use shall be subject to the terms of use and privacy policies applicable to those sites.

5. How can I access, change, and/or delete information?

You may access, correct, update, and/or delete any personally-identifiable information that you submit to the website through your profile. To do so, please either follow instructions on the page of the website on which you have provided such information or contact us at Noventum Service Management Consultants, privacy@noventum.eu.

6. Your rights

Noventum complies with the principles of General Data Protection Regulation. Your privacy and security are of the utmost important to us. Noventum will always follow these principles to secure the privacy of your personally-identifiable information. Under the General Data Protection Regulation, you have several important rights.

In summary, those include rights to:

- Unsubscribe from email lists or contacts
- Access / obtain a copy of your personal data
- Correct errors in your personal data
- Object on legitimate grounds to the processing of data
- Have data be “secure and protected”
- Data portability
- Be forgotten

If you would like to exercise any of those rights, please contact us at Noventum Service Management Consultants, privacy@noventum.eu.

7. Registration, newsletters, and alerts

By signing up for any of our newsletters or alerts, you agree to receive on occasion other correspondence from Noventum or its agents. This type of information is shared externally only in anonymous, aggregated form for generalized user analysis or to enable third party agents to send e-mails to you on our behalf. You will be contacted by e-mail or otherwise only by Noventum or its agents.

We ask for your e-mail address at registration. We will send e-mail to this address to confirm your registration, if you opt in to any of our newsletters or alerts, and if you request that we contact you for any other reason. In addition, we may contact you regarding your account status. If you sign up to receive any of our newsletters, alerts, or surveys, you may on occasions receive other correspondence from Noventum. Your e-mail address will not be shared with any third party other than an agent who has agreed to send e-mails on our behalf.

The website may also include a feature that enables Noventum to send links to its content through e-mail at our users' request. The e-mail address(es) that you supply in

connection with this service will be used only to send the requested content. They will not be stored or reused for any purpose.

8. Security

Noventum has implemented generally accepted standards of technology and operational security in order to protect personally-identifiable information from loss, misuse, alteration, or destruction. Only authorized Noventum personnel and third-party vendors are provided access to personally-identifiable information, and these employees and vendors are required to treat this information as confidential. Despite these precautions, Noventum cannot guarantee that unauthorized persons will not obtain access to your personally-identifiable information.

9. Transborder hosting and transfer of information

Personally-identifiable information collected on the website may be transferred from time to time to Noventum offices or personnel, or to third parties, located throughout the world, and the website may be viewed and hosted by Noventum or its vendors anywhere in the world, including countries that may not have laws of general applicability regulating the use and transfer of such data. By using the website and submitting such information on it, you voluntarily consent to such transborder transfer and hosting of such information.

10. Consent; changes to privacy policy

By using the website, you consent to the collection, use, and storage of your information by us in the manner described in this Privacy Policy and elsewhere on the website. We reserve the right to make changes to this Privacy Policy from time to time. We will alert you to any such changes by updating this Privacy Policy. This Privacy Policy was last updated on February 20, 2019.

11. Cookies & IP addresses

A cookie is an element of data that a website can send to your browser, which may then be stored on your system. You can set your browser to notify you when you receive a cookie, allowing you to accept it or to decline it by turning cookies off in your web browser. If you accept a cookie from our website, you will be permitted access to certain pages of the website without having to log in again each time you visit.

Noventum uses cookies to collect information about your computer, such as your IP address and/or browser, which will be used for administration purposes and any statistical analysis. This information will not usually identify you personally. We also use cookies to control access to certain content on our website and to process any subscription requests that you make with us. To administer our website and for research purposes, Noventum has also contracted with third parties to track and analyse anonymous usage and volume statistical information from our visitors and members. Such information is shared externally only on an anonymous, aggregated basis. These

third parties use persistent cookies to help us improve visitor experience, manage our site content, and track visitor behaviour.

Noventum also logs IP addresses, or the location of computers on the Internet, to help diagnose problems with our server, to administer the website, and to serve content based on your IP address.

12. Contact Noventum Legal

If you have any questions about our Privacy Policy, please contact us at Noventum Service Management Consultants Ltd., Legal Department, P.O. Box 26629, 1640 Nicosia, Cyprus or privacy@noventum.eu.