

Van Olphen Company

Privacy Policy

Version 1 – 27/12/2023

Privacy Policy

Thank you for trusting Van Olphen Company, Woudenbergseweg 56 – Innovatiehub #11 ("Van Olphen Company", "we", "us", "our"). Our firm specializes in executive search, coaching and executive scouting (ongoing team development).

At Van Olphen, we understand the importance of protecting your privacy. We are committed to safeguard the Personal Information you entrust to us when visiting our website or engaging with our Services. Whether you provide us with this Personal Information through our website, via email, through social networking sites, in person, or by any other means, rest assured that we handle it with the utmost care and respect. This privacy policy ("Policy") serves to explain the scope, manner, and purposes for which we collect and process personal data.

Sharing Personal Information with us is entirely voluntary. While providing more information generally enables us to better evaluate your suitability for executive or similar management positions, we kindly request that you refrain from disclosing any Personal Information that may have little or no relevance to the specific Client Services.

1. Definitions

- **"Candidate"**: Means any individual that may be a candidate for a function or individuals that may be evaluated, assessed and/or coached by Van Olphen Company. Candidates may be interested persons, as well as employees or board members of our Clients.

- **"Client"**: This refers to organizations or individuals who make use of our Services through contractual agreements, seeking our professional assistance and expertise.

- **"Referee or Source"**: Means an Individual who provides a personal reference regarding a candidate.

- **"Personal Information"**: This is any information about an identified or identifiable natural person. For you, this means that that information is directly about you or that this information can be traced back to you. This may include, but is not limited to, contact details (such as name, address, email address, and phone number), professional information (such as resume, work history, education, compensation history and qualifications), references and recommendations, information provided during interviews or assessments and any additional personal information that is necessary for the completion of the procedure in the appropriate circumstances and in accordance with applicable local law.

- **"Processing"**: (including its variations such as "Process"): This term means any operation or set of operations which is performed on Personal Information, whether or not by automated means, such as collecting, recording, organizing, structuring, storing, adapting, altering, retrieving, consulting, using, disclosing by transmission, disseminating, or otherwise making available, aligning or combining, blocking, restricting, erasing, or destroying.
- **"Services"**: executive search, coaching, assessments and executive scouting (ongoing team development).

2. Purposes of use and processing of Personal Information

Van Olphen processes Personal Data for one or more of the following purposes:

- Executive search, such as evaluating and assessing candidate qualifications for open executive positions we handle for our Clients;
- Informing you about any open positions that might be of interest to you;
- Facilitating communication between Candidates and Clients;
- Conducting reference and background checks;
- Operating the databases your Personal Information is stored in;
- Executive scouting (ongoing team development);
- Coaching;
- Arranging and coordinating interviews and assessments;
- Acting as a Referee or Source;
- Concluding of contracts;
- Comply with laws and regulations;
- Analyzing our Services;
- Sending you Information regarding our Services;
- Processing of your complaint.

3. Van Olphen may process the following Personal Information:

- Name, address, postal code;
- Telephone number, e-mail address;
- Function;
- Education;
- Name of employer;
- Employment history;
- Professional qualifications;
- CV;
- Date and place of birth;
- Marital status;

- Household composition;
- Financial Information regarding salary and costs;
- Information from public (online) sources such as LinkedIn;
- Name, address and telephone number of Referee;
- References and feedback from Referee or Source;
- Other relevant Personal Information necessary for the fulfillment of the Services of Van Olphen.

4. Disclosure of Personal Information to third parties

We may disclose Personal Information to third parties in the following circumstances:

- Clients: we may share Personal Information with our clients for the purpose of evaluating candidate qualifications and facilitating the executive search process.
- Service providers: we may engage third-party service providers (e.g. for background checks and assessments) to assist us in delivering our executive search services. These service providers are bound by contractual obligations to maintain the confidentiality and security of Personal Information.
- We may also disclose Personal Information to e-mail, postal and telephone service providers.
- Legal compliance: we may disclose Personal Information when required by applicable laws, regulations, or legal processes.

5. Security and storage of Personal Information

We implement appropriate technical and organizational measures to protect Personal Information against unauthorized access, disclosure, alteration, or destruction. We restrict access to Personal Information to authorized personnel and third parties who need to know the information for legitimate purposes. The Personal Information is stored in the EU.

6. Retention of Personal Information

We retain Personal Information for as long as necessary to fulfill our Services. In case of an executive search project we retain the Personal Information during the executive search project. In some cases we may retain your information for a longer period such as future searches, we will then ask your permission to retain your Personal data for as long as necessary for the specific purpose.

7. Your Rights

Subject to applicable laws, you have certain rights regarding your Personal Information. These rights include:

- Access: You can request access to the Personal Information we hold about you and receive a copy of the Personal information.
- Correction: You can request the correction of inaccurate or incomplete Personal Information we hold about you.
- Deletion: You can request the deletion of your Personal Information, subject to any legal obligations or legitimate interests that may require its retention.
- Objection: You can object to the processing of your Personal Information for certain purposes.
- Consent: Consent given can be withdrawn at any time.

To exercise your rights or make inquiries regarding the processing of your Personal Information, please contact us using the information provided in Section 9 of this document.

8. Links to Third-Party Websites

Our website may contain links to third-party websites or resources that are not operated or controlled by Van Olphen Company. This Privacy Policy does not apply to such third-party websites. We encourage you to review the privacy policies of those websites before providing any Personal Information.

9. Contact Us

If you have any questions, concerns, complaints or requests regarding this Privacy Policy or our practices related to Personal Information, please contact Richard de Jongh at:

Woudenbergseweg 56 – Innovatiehub #11

Richard@vanolphen.com

+31 6 10 21 08 48

Naturally, we hope to be able to help you with any complaint. You have however the legal right to also file a complaint with the Dutch Data Protection Authority.

10. Changes to this Privacy Policy

We may update this Privacy Policy from time to time. The updated Privacy Policy will be posted on our website, and the effective date will be revised accordingly. We encourage you to review this Privacy Policy periodically to stay informed about our privacy practices.

Thank you for entrusting Van Olphen Company with your Personal Information. We are dedicated to maintaining the privacy of the Personal Information you provide us.



Van Olphen is and has been a bright leaders company for over thirty years. We work internationally, for global corporates, family businesses and start-ups. We are explorers in executive search & scouting. Always looking for talent, always ready to deliver the best leaders, for a sustainable future. We look for candidates who always lead the way. Our mindset is the key; Honesty and depth, cooperating closely. Always fully committed.

Learn more at VanOlphen.com

**Bright leaders
better future**