

**LOOK4CONTRACT B.V. is a vendor-neutral, fully-compliant and 100% privately owned company providing Contractors, Agencies, Clients and Suppliers with Contract Management services according to the principle of “Think Global, Act Local”.**

**Should you volunteer information to LOOK4CONTRACT B.V. then we will treat this information compliant with our Privacy Policy.**

**From 25th May 2018 the new European Privacy Laws are applicable. We will continue to treat your personal information in a secure manner that is compliant with the new legislation.**

### **Collecting and Using Your Information**

**LOOK4CONTRACT collects and processes your personal information solely for the purpose of the Staffing and Recruitment process. Candidates who are interested in permanent vacancies, or open contracting positions, can register themselves via our website and be asked for relevant documentation to identify a Candidate.**

**We may request and collect personal information about a Candidate including the following information;**

**Identity information: Name, contact details, address, date of birth, gender. And if approved buy the Candidate: photos and/or videos**

**Career history and details: Information provided by the Candidate regarding his/her employment history including a curriculum vitae which has been submitted by the Candidate.**

**Personal background information: Personal interests, Hobbies, Memberships, Volunteer experience.**

**If applicable and required information may also be collected for Contract Management in order to comply with the relevant laws and regulations, including but not limited to identification, employment legislation, tax and social security legislation and anti-fraud legislation.**

**In addition, we sometimes process data for the benefit of our clients in the context of a pre-employment screening.**

**LOOK4CONTRACT will store your personal data for no longer than is necessary. LOOK4CONTRACT will appropriately dispose of your personal data when it is no longer required or if you ask to be removed from our systems so that it is protected from unauthorised use or disclosure.**

The retention period for personal information is dependant on the applicable statutory retention period.

### **Data Quality**

We rely on you to ensure that your information is complete, accurate and 'up-to-date'.

### **Data Retention Policy**

On request, we will provide information in writing about the information stored on our database and other computerised systems.

If you do not wish us to hold your information, we will remove all such information from our database insofar as this is permitted according to the applicable legislation.

### **Cookies**

We use cookies in order to prepare statistics of users' preferences and to help you navigate the web site. Cookies are small text files that are temporarily stored on your local hard disc. Our cookies cannot run programs or bring viruses to your computer.

Most browsers automatically accept cookies, but you can deactivate this function at any time and set your browser to notify you whenever a cookie is sent. If you want to know how to do this please look at the help menu on your browser. However, switching off cookies may restrict your use of our web site.

### **Security Measures**

We have taken appropriate technical and organisational security measures to keep your data safe and secure against accidental or unintentional manipulation, destruction, loss or unauthorised access.

### **Changes to this regulation**

All future changes to our Cookies and Privacy Policy are published on this page. We advise you to re-check this page for any modifications or changes when visiting this website.

**If you have any requests concerning your information or any queries with regard to our Privacy Policy then please contact: [info@look4contract.com](mailto:info@look4contract.com)**