



## Privacy Policy

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### Introduction

Cameron Stuart Associates are a human capital advisory firm focused on helping our clients address their most fundamental business needs – advising on leadership; and talent identification, assessment, recruitment and retention. We are committed to protecting the privacy of your personal data and summarise below our policies regarding the collection, use and transfer of your personal data, the security measures we employ to protect such data and your rights and choices with regard to access or use of such data.

### Personal Data

We collect a variety of personal data in order to provide our advisory services. This data is processed on the lawful basis of legitimate interest and is stored in a secure, proprietary and highly confidential database accessible only by Cameron Stuart Associates' employees. It typically includes employment history, degree(s) and other qualifications, languages and other skills as well as contact information. It may also include, age, nationality and gender, compensation details, a record of our contact history with you and comments, views or references from third parties. We advise you not to provide information which may be deemed sensitive on your CV as we will retain any documents that you have provided. In addition to information provided by you, we may gather information from LinkedIn, Google, Company websites, press and periodicals and other publicly available sources. Selectively, we may hold sensitive personal data if relevant to a specific search and subject to your explicit consent.

### Use and Processing of Personal Data

By choosing to provide Cameron Stuart Associates with your personal information you indicate your willingness to share and have your information stored by Cameron Stuart Associates and to be considered, when appropriate, for one of Cameron Stuart Associate's confidential executive searches. Summary biographical data may be shared with a client in the context of a particular search, for example to identify the most highly qualified and talented individuals within the markets we serve or to illustrate a typical profile within the individual search parameters. No representation is made about your interest or availability to contemplate such a role at this stage. Before presenting further details or indicating any potential interest you might have, we would make direct contact with you.

Your personal information may also be used anonymously and in the aggregate in order to put together industry, marketing and employment statistics. Used in this matter, your personal information becomes non-identifying.



## Data Security and Integrity

We use our best efforts to ensure that data is accurate, complete, current and reliable for its intended use. We use appropriate technical and organisational measures and safeguards to help protect your personal data from unauthorised access, misuse, alteration or loss. Our internal policies and procedures are designed to help ensure we safeguard the privacy and accuracy of all data we collect or process. To the extent that we disclose personal data to clients or third parties, we will request that they properly protect the security and confidentiality of such information and otherwise process such data in accordance with applicable law.

## How Long We Keep your Data

We will generally keep your personal data for no longer than 10 years after which it will be destroyed if it is no longer required for the purpose(s) for which it was obtained.

## Your Rights

You have the right to obtain access to your personal data; to have it updated or corrected if it is inaccurate or incomplete; to request that we restrict its processing or remove your data entirely from our system. When asked to remove a record from our database, Cameron Stuart Associates will retain minimal information to ensure we do not contact you or collect such information again or to keep a record of any information disclosed to our clients.

If you don't wish us to hold any data on you or would prefer that we do not contact you for any reason, please notify Cameron Stuart Associates with a short email to: [kwatts@cameronstuartassociates.com](mailto:kwatts@cameronstuartassociates.com)

## Changes to the Privacy Policy

Cameron Stuart Associates reserves the right to modify or amend the Privacy Policy at any time and for any reason, as permitted by applicable law. If there are material changes to the Privacy Policy, we will post those changes on our website at [www.cameronstuartassociates.com](http://www.cameronstuartassociates.com)