



Crayon-Consulting follows the following principles in order to protect your privacy:

- We do not collect more information than is necessary;
- We do not use your data for purposes other than those specified;
- We do not keep your data if it is no longer needed;
- We only provide your data to select third party clients for the specific purposes listed below.
- You do not give out personal information by visiting our website. We only keep track of anonymous traffic data.

1. INFORMATION COLLECTION & TRACKING

1.1 When you visit a website

You can visit our website without giving away your personal information. Or, in case you can log-in to your personal dashboard, you are able to manage your preferences there. Crayon Consulting uses Google Analytics and Cookies in order to improve our service, user experience and analyse how the website is used. Aside from the approximate location (IP address), the information collected by Google Analytics is mostly anonymous traffic data including browser information, device information, language.

The collected information is used to provide an overview of how people are accessing and using the Crayon Consulting website. This information is used to provide a better tailored service and overall experience.

1.2 Use of Cookies

A cookie is a small data file which is sent from a web server to a web browser when that browser visits the server's site. Find out more about the use of cookies on www.allaboutcookies.org. Cookies are used on the www.crayon-consulting.com website. Most browsers allow you to turn off cookies. If you want to know how to do this, please look at the help menu on your browser.



1.3 When you submit a CV to us

We give you the option of submitting your CV via this website. You can do this either to apply for a specific advertised job or for consideration by our recruitment consultants for positions as they come up. Although your CV will be stored online, it will only be accessible by Crayon Consulting group recruitment consultants, working both inside and outside Europe. Your CV will also be emailed directly to our recruitment consultants who review your details and enter them onto our central in-house database. This database, including the information relating to you, can be accessed by any of our recruitment consultants working in other offices of the Crayon Consulting group.

You can update your CV at any time, simply by following the same procedure to submit a new CV. Your old CV will automatically be replaced. When you submit a CV to us we collect the personal data you give us to be used for the following purposes and collated with additional data obtained from publicly available data, data from interactions with you and with related third parties.

1.4 Disclosures of your information

We will share your information within Crayon Consulting where necessary in order to provide you with our recruitment services.

We may also release information relating to you to regulatory or law enforcement authorities, if required to do so. We also reserve the right to disclose the information we have collected about you to our professional advisors and to other persons to the extent that Crayon Consulting contracts out any aspect of the operation of its recruitment agency services. These third parties will be acting under similar undertakings of confidentiality as Crayon Consulting.

2. When you contact us

The information you fill in (personal information such as your name, email address, organisation) will be processed and stored so that it is possible for us to contact and respond to your request, and/or allow you access to our services.



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2.1. Recruitment

If you apply for a job at or with Crayon Consulting, we will collect, process and store the information you have sent us for recruitment-related purposes, such as contacting you. Additionally, Crayon Consulting may keep your data for a period of 5 years for the purpose of considering you for a different opportunity.

2.2. Standard Email communication

In order to keep you updated on the latest news & developments, you will be required to provide your email address, which will be used for the purpose of keeping you informed by email, of the latest jobs in your nominated industry and/or industry news via Insights. Should you decide that you no longer wish to receive this information, you can unsubscribe by replying to our emails.

3. Information Security

Crayon Consulting seeks to ensure the security of personal data. When Crayon Consulting collects information about you, we also make sure that your information is protected from unauthorized access, loss, manipulation, falsification, destruction or unauthorized disclosure. This is done through appropriate technical and organizational measures.

4. Equal Opportunities

Crayon Consulting is an equal opportunities employer and a company committed to diversity. This means that all job applicants and members of staff will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

5. Modify Privacy Preferences

You can modify your settings regarding your privacy preferences at any point in time

This Privacy Policy was last updated in June 2018.



6. Access to information

You have the right to request access to the information we have on you. You can do this by contacting us at director@crayon-consulting.com

We will make sure to provide you with a copy of the data we process about you. To comply with your request, we may ask you to verify your identity.

We will fulfil your request by sending your copy electronically, unless the request expressly specifies a different method. For any subsequent access request, we may charge you with an administrative fee if this request can be identified as invalid or excessive.

7. Information Correction & Deletion

If you believe that the information we have about you is incorrect, you are welcome to contact us, so we can update it and keep your data accurate. Any data that is no longer needed for the purposes specified in Information Collection and Use will be deleted.

If at any point you wish for Crayon Consulting to delete information about you, you can simply contact us. Please be aware that if you request to delete your data, we cannot guarantee that you will no longer be contacted by Crayon Consulting as all data will be deleted including any opt-out records.

8. When this Privacy Policy applies

This Privacy Policy is applicable to the services offered by Crayon Consulting directly via our website. Our website contains links to other websites. Please note that clicking on to links and banner advertisements may result in your transferral to another website, where data privacy practices may be different to that of Crayon Consulting. Visitors should consult the other websites' privacy policies as we are not responsible for, and has no control over, information that is submitted to or collected by these third parties. Once redirected to another website, this Policy is no longer applicable.

Your personal details, including your name, email address and CV, are held and used by us for the following purposes:



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- For matching your coded details with job vacancies, to assist us in finding you the position that most suits you;
- For keeping you informed of Crayon Consulting services, news and wider developments in your chosen field;
- For tailoring the version of our website, you see when you log on to make it relevant to you; and/or
- For compiling salary and other surveys of our candidates.

9. Changes

We reserve the right to change this Privacy Policy, without notifying you unless there is a change in the policy that has effect on your fundamental rights. We constantly review our Privacy Policy and strive towards making it better.

All changes to our Privacy Policy will be available on this website.

This privacy policy may be changed by Crayon Consulting at any time. All changes to our Privacy Policy will be available on this website, so that you will always know what personal information we gather, the purposes we might use it for and to whom we might disclose it. If, at any time, you have questions or concerns about Crayon Consulting's online privacy commitment, please feel free to e-mail us or call your local office to speak to one of our representatives.

10. Summary

In accordance with applicable law, we only collect a limited amount of information about you that is necessary for improving our service.

We do not use your data for purposes other than what we specified. We do not sell your data to third parties.

We also make sure that your data is stored securely. We delete all information deemed no longer necessary, which is a term of 5 years.

We constantly review our Privacy Policy to improve and secure your data.



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11. You can contact us at any time to:

Request access to information that Crayon Consulting has about you

Correct any information that Crayon Consulting has about you

Delete information that Crayon Consulting has about you

If you have any additional questions about Crayon Consulting's collection and storage of data, please contact us at:

Crayon Consulting

Bounce Space, Bogert 1, 5612LX,

Eindhoven, The Netherlands

Or by e-mail: director@crayon-consulting.com

12. Website Policy

12.1. Crayon Consulting Website License

Crayon Consulting, a specialist recruiter and supplier of highly skilled freelance and interim professionals with an office at Bogert 1, 5612LX, Eindhoven, The Netherlands, herein referred to as 'Crayon Consulting' or 'We', set out the following terms and conditions upon which Crayon Consulting offers a 'User' i.e. the person visiting the Site herein referred to as 'You' and 'Your' a license to use the Site and its Services.

This agreement incorporates our Crayon Consulting Privacy Policy by this reference (called the 'License'). By using the Site and the Services, you expressly agree to be bound by this License and all applicable laws and regulations governing the Site and the Services. The License forms a legally binding agreement between you and Crayon Consulting in relation to Your use of the Site and/ or the Services and applies to all Users of the Services to the extent they are applicable.



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You should read the License carefully and ensure that you understand the effect before proceeding to use the Site and/ or the Services. If you disagree with any part of the License, do not use the Site for the purpose of the Services. If you violate the License, Crayon Consulting may terminate your

use of the Site, bar You from future use of the Site, and/or take appropriate legal action against you. Crayon Consulting reserves the right to change the terms of this License at any time without notice, effective immediately upon posting on the Site. Please check this page of the Site periodically. You agree that Crayon Consulting will treat your use of the Site and/ or the Services as acceptance of the terms of this License going forward including Your continued use subsequent to any changes being posted on the Site.

12.2. License

When using the Services, if you advertise any jobs via the Site by uploading text i.e. user generated content ('UGC') by way of hyperlink or otherwise, you automatically grant:

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to each User or candidate, a worldwide, non-exclusive, royalty-free license to access and view Your UGC through the Services for using the Crayon Consulting Services;

Unless terminated (or suspended) or unless Crayon Consulting is no longer providing the Services to you, the above licenses granted by you are perpetual and irrevocable. You may remove, delete or edit some of Your UGC on the Site by sending an email to Crayon Consulting with "REMOVAL OF UGC REQUEST" in the subject line or send your request in writing by post to Crayon Consulting at the contact address at the beginning of this License;

Crayon Consulting does not guarantee any confidentiality with respect to UGC and you understand and agree that you are solely responsible for your own UGC and the consequences of posting or publishing it.



12.3. Crayon Consulting's content on the site

Except for UGC submitted to the Site by you, all other content and the selection and arrangement of such content on the Site is either owned by or licensed to Crayon Consulting ('Content'), and is

subject to copyright, trade mark rights, and other intellectual property rights of Crayon Consulting and Crayon Consulting's licensors. Such Content is protected by copyright laws and international laws. Any third-party trade or service marks present on Content not uploaded or posted by you are trade or service marks of their respective owners. Such Content may not be downloaded, copied, reproduced, distributed, transmitted, broadcast, displayed, sold, licensed, or otherwise exploited for any other purpose whatsoever without the prior written consent of Crayon Consulting or, where applicable, Crayon Consulting's licensors. Crayon Consulting and its licensors reserve all rights not expressly granted in and to their Content.

12.4. Copyright license

We will terminate the privileges of any User who uses this Site to unlawfully transmit copyrighted material without a license, express consent, valid defence or fair use exemption to do so. Users who submit UGC to this Site must ensure that the UGC they upload does not infringe the copyrights or other rights of third parties (such as privacy or public rights). After proper notification by the copyright holder or its agent to us, and confirmation through court order or admission by the User that they have used this Site as an instrument of unlawful infringement, we will terminate the infringing User's rights to use and/or access this Site. We may, also in our sole discretion, decide to terminate a User's rights to use or access the Site prior to that time if We believe that the alleged infringement has occurred.

12.5. Conduct

You agree to provide true and accurate information when using the Site. You may not use another person's email address, name or other personal information when using this Site and agree to notify Crayon Consulting immediately of any unauthorised use of Your personal details or any other breach of security. Although Crayon Consulting cannot monitor the conduct of Users off the Site, it is a violation to use any information obtained from this Site in order to harass, abuse, or harm another person, or in order to contact, advertise to, solicit or sell to any user without their prior explicit consent.



12.6. Permitted use of the site

You may view Site pages, download Site pages for caching purposes only, and print Site pages (excluding Site images). You agree that you are only authorised to visit, view and to retain a copy of pages of this Site for Your own personal non-commercial use.

12.7. General restrictions on use

Crayon Consulting grants you permission to access and use the Site and the Services subject to the following express conditions, and You agree that Your failure to adhere to any of these conditions shall constitute a breach of this License on your part. You agree:

- not to sell, license, rent, distribute or otherwise exploit any UGC or Content for any other purposes without the prior written consent of Crayon Consulting or the respective licensors of the UGC or the Content;
- not to post, frame, deep link, publish, reverse engineer or modify or make any derivative works of any part of or parts of the Site or the Services, including but not limited to any UGC or Content, in any medium without Crayon Consulting's prior written authorisation, unless Crayon Consulting makes available the means for such activity through functionality offered by the Services;
- not to alter or modify any part of the Site or any of the Services or use the same in any way which is unlawful, illegal, fraudulent or harmful, or in connection with any unlawful, illegal, fraudulent or harmful purpose or activity;
- not to access UGC or Content through any technology or means other than the Site itself or such other means as PI may explicitly designate for this purpose;
- not to penetrate or attempt to penetrate Crayon Consulting's security measures;
- not to (or attempt to) circumvent, disable or otherwise interfere with any security related features of the Site or the Services or features that (i) prevent or restrict use or copying of UGC or Content; or, (ii) enforce limitations on the use of the Services or the UGC or Content accessible via the Service.



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- not to use any area of the Site or the Services for any commercial purposes. You must obtain our prior written consent to make commercial offers of any kind, whether by advertising, marketing, solicitations, links, or any other form of communication.