



## **Staffing and Placement**

### **Why do we use your personal data?**

We collect and use your personal data in order to:

- Match supply and demand in the job market
- Support the use of internal tools
- Register working hours or appointments
- Send out the Eccera newsletter
- Process payments
- Conduct screenings on behalf of our clients prior to employment
- Prepare employment or assignment contracts

We do not collect or use personal data for purposes other than those described here, unless we have received your prior consent.

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### **What personal data do we process?**

In connection with service delivery, Eccera registers information in its database for use by Eccera and any third parties with whom we have data processing agreements. We register or may register the following personal data:

- Name, address, city of residence, gender, date of birth, CV, diplomas, personnel documents, copy of ID, passport photo, marital status, email address, phone number, nationality, and educational background
- Information on availability, employment history, and leaves of absence
- Bank account number
- Other circumstances to the extent required by law or with your consent

Eccera will only register special categories of personal data (as defined in Article 9 of the General Data Protection Regulation) with your explicit consent.

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### **Who has access to your personal data?**

Except as described in this section, Eccera will not disclose your personal data to third parties without your prior consent. In certain cases, data may be shared internally within Eccera with employees who require access to it in the course of their work. Our employees are obligated to maintain the confidentiality of your personal data.



Personal data is shared with the following third parties:

- Clients who are seeking suitable candidates (for temporary or permanent employment), when Eccera shares your CV with them.

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### **What is the legal basis for processing your personal data?**

The processing of your personal data is based on a standard agreement, legitimate interest, or your consent.

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### **How long do we retain your personal data?**

We retain your data for as long as necessary for the purposes for which it was collected, for as long as permitted by law, or until you withdraw your consent.