



M-TECH EUROPE LTD [M-TECH] PRIVACY POLICY

Introduction

This Privacy Policy explains what we do with your personal data, whether we are in the process of helping you find a job, continuing our relationship with you once we have found you a role, providing you with a service, receiving a service from you, using your data to ask for your assistance in relation to one of our Candidates, or you are visiting our website.

It describes how we collect, use and process your personal data, and how, in doing so, we comply with our legal obligations to you. Your privacy is important to us, and we are committed to protecting and safeguarding your data privacy.

The Privacy Policy applies to the personal data of our Website Users, Candidates, Clients, Suppliers and other people whom we may contact in order to find out more about our Candidates, or whom they indicate is an emergency contact. It also applies to the emergency contacts of our Staff. To be clear, if you are a member of M-Tech Staff, you should refer to the M-Tech Staff Privacy Policy which is available.

For the purpose of applicable data protection legislation (including but not limited to the General Data Protection Regulation) the company responsible for your personal data is M-Tech.

It is important to point out that we may amend this Privacy Policy from time to time

WHAT KIND OF PERSONAL DATA DO WE COLLECT?

CANDIDATE DATA: In order for us to provide the best possible employment opportunities that are tailored to you, we need to process certain information about you. We only ask for details that will genuinely help us to help you, such as your name, age, contact details, education details, employment history, emergency contact, immigration status, financial information (where we need to carry out financial background checks), and national/social security number (and of course you may choose to share other relevant information with us).

Where appropriate and in accordance with the local laws and requirements, we may also collect information related to your health, diversity information or details of any criminal convictions. To the extent that you access our website we will also collect certain data from you.

CLIENT DATA: If you are a M-Tech customer, we need to collect and use information about you, or individuals at your organisation, in the course of providing you services such as:

- (i) finding Candidates who are the right fit for you or your organisation.
- (ii) providing you with a Managed Service Provider ("MSP") programme (or assisting another organisation to do so).
- (iii) providing you with Recruitment Process Outsourcing ("RPO") services (or assisting another organisation to do so); and/or
- (iv) notifying you of content published by M-Tech which is likely to be relevant and useful to you.
- (v) To the extent that you access our website we will also collect certain data from you.

SUPPLIER DATA: We need a small amount of information from our Suppliers to ensure that things run smoothly. We need contact details of relevant individuals at your organisation so that we can communicate with you. We also need other information such as your bank details so that we can pay for the services you provide (if this is part of the contractual arrangements between us). To the extent that you access our website we will also collect certain data from you.

PEOPLE WHOSE DATA WE RECEIVE FROM CANDIDATES AND STAFF, SUCH AS REFEREES AND EMERGENCY CONTACTS:

In order to provide Candidates with suitable employment opportunities safely and securely and to provide for every eventuality for them and our Staff, we need some basic background information. We only ask for very basic contact details, so that we can get in touch with you either for a reference or because you've been listed as an emergency contact for one of our Candidates or Staff members.



WEBSITE USERS: We collect a limited amount of data from our Website Users which we use to help us to improve your experience when using our website and to help us manage the services we provide. This includes information such as how you use our website, the frequency with which you access our website, and the times that our website is most popular.

Depending on the type of personal data in question and the grounds on which we may be processing it, should you decline to provide us with such data, we may not be able to fulfil our contractual requirements or, in extreme cases, may not be able to continue with our relationship.

How do we collect your personal data?

CANDIDATE DATA: There are two main ways in which we collect your personal data:

1. Directly from you; and
2. From third parties.

To the extent that you access our website or read or click on an email from us, we may also collect certain data automatically or through you providing it to us.

CLIENT DATA: There are two main ways in which we collect your personal data:

- 1 Directly from you; and
- 2 From third parties (e.g. our Candidates) and other limited sources (e.g. online and offline media).

To the extent that you access our website or read or click on an email from us, we may also collect certain data automatically or through you providing it to us.

SUPPLIER DATA: We collect your personal data during our work with you.

To the extent that you access our website or read or click on an email from us, we may also collect certain data automatically or through you providing it to us.

PEOPLE WHOSE DATA WE RECEIVE FROM CANDIDATES AND STAFF, SUCH AS REFEREES AND EMERGENCY CONTACTS:

We collect your contact details only where a Candidate or a member of our Staff puts you down as their emergency contact or where a Candidate gives them to us in order for you to serve as a referee.

WEBSITE USERS: We collect your data automatically via cookies when you visit our website, in line with cookie settings in your browser. We will also collect data from you when you contact us via the website.

How do we use your personal data?

CANDIDATE DATA: The main reason for using your personal details is to help you find employment or other work roles that might be suitable for you. The more information we have about you, your skillset and your ambitions, the more bespoke we can make our service.

At all times, your personal information will only be shared with client companies/third parties with your prior knowledge and consent. Generally, we require that third party organisations (our clients) acknowledge the confidentiality of any information that is shared with them and undertake to respect any individual's right to privacy and comply with the data protection principles of GDPR.

CLIENT DATA: The main reason for using information about Clients is to ensure that the contractual arrangements between us can properly be implemented so that the relationship can run smoothly. This may involve:

- (i) identifying Candidates who we think will be the right fit for you or your organisation.
- (ii) providing you with an MSP programme (or assisting another organisation to do so); and/or
- (iii) providing you with RPO services (or assisting another organisation to do so).
- (iv) The more information we have, the more bespoke we can make our service.



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SUPPLIER DATA: The main reasons for using your personal data are to ensure that the contractual arrangements between us can properly be implemented so that the relationship can run smoothly, and to comply with legal requirements.

PEOPLE WHOSE DATA WE RECEIVE FROM CANDIDATES AND STAFF, SUCH AS REFEREES AND EMERGENCY CONTACTS: We use referees' personal data to help our Candidates to find employment which is suited to them. If we can verify their details and qualifications, we can make sure that they are well matched with prospective employers. We may also use referees' personal data to contact them in relation to recruitment activities that may be of interest to them. We use the personal details of a Candidates or Staff member's emergency contacts in the case of an accident or emergency affecting that Candidates or member of Staff.

WEBSITE USERS: We use your data to help us to improve your experience of using our website, for example by analysing your recent job search criteria to help us to present jobs to you that we think you'll be interested in. If you are also a Candidate or Client of M-Tech, we may use data from your use of our websites to enhance other aspects of our communications with, or service to, you.

Please note that communications to and from M-Tech' Staff including emails may be reviewed as part of internal or external investigations or litigation.

Who do we share your personal data with?

CANDIDATE DATA: We may share your personal data with various parties, in various ways and for various reasons. Primarily we will share your information with prospective employers to increase your chances of securing the job you want. Unless you specify otherwise, we may also share your information with any of our group companies and associated third parties such as our service providers where we feel this will help us to provide you with the best possible service.

CLIENT DATA: We will share your data:

- (i) primarily to ensure that we provide you with a suitable pool of Candidates.
- (ii) to provide you with an MSP programme (or assist another organisation to do so); and/or
- (iii) to provide you with RPO services (or assist another organisation to do so). Unless you specify otherwise, we may share your information with any of our group companies and associated third parties such as our service providers to help us meet these aims.

SUPPLIER DATA: Unless you specify otherwise, we may share your information with any of our group companies and associated third parties such as our service providers and organisations to whom we provide services.

PEOPLE WHOSE DATA WE RECEIVE FROM CANDIDATES AND STAFF, SUCH AS REFEREES AND EMERGENCY CONTACTS: Unless you specify otherwise, we may share your information with any of our group companies and associated third parties such as our service providers and organisations to whom we provide services.

WEBSITE USERS: Unless you specify otherwise, we may share your information with providers of web analytics services, marketing automation platforms and social media services to make sure any advertising you receive is targeted to you.

How do we safeguard your personal data?

We care about protecting your information. That's why we put in place appropriate measures that are designed to prevent unauthorised access to, and misuse of, your personal data.

Employees/representatives of M-Tech who handle your personal information will always do so with respect and confidentiality. We regard breaches of privacy very seriously and will impose appropriate penalties, including dismissal.

How long do we keep your personal data for?

We may need to maintain records for a significant period. However, when we consider information is no longer needed, we will remove any details that will identify you or we will securely destroy the records.



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M-Tech will retain your personal data only for as long as there is a legitimate business interest in doing so.

M-Tech will retain your data as long as we have an ongoing relationship with you (in particular, if you are a current client or partner).

M-Tech will keep the data while your account is active or for as long as needed to provide services or information to you.

How can you access, amend or take back the personal data that you have given to us?

Even if we already hold your personal data, you still have various rights in relation to it.

Right to object: If we are using your data because we deem it necessary for our legitimate interests to do so, and you do not agree, you have the right to object. We will respond to your request within 30 days (although we may be allowed to extend this period in certain cases). Generally, we will only disagree with you if certain limited conditions apply.

Right to withdraw consent: Where we have obtained your consent to process your personal data for certain activities (for example, for profiling your suitability for certain roles), or consent to market to you, you may withdraw your consent at any time.

Data Subject Access Requests (DSAR): You have the right to ask us to confirm what information we hold about you at any time, and you may ask us to modify, update or Delete such information. At this point we may comply with your request or, additionally do one of the following:

- we may ask you to verify your identity, or ask for more information about your request; and
- where we are legally permitted to do so, we may decline your request, but we will explain why if we do so.

We reserve the right to charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested. We will acknowledge your request and respond to it within 40 days of receipt of your application and any applicable fee.

Right to erasure: In certain situations (for example, where we have processed your data unlawfully), you have the right to request us to "erase" your personal data. We will respond to your request within 30 days (although we may be allowed to extend this period in certain cases) and will only disagree with you if certain limited conditions apply. If we do agree to your request, we will Delete your data but will generally assume that you would prefer us to keep a note of your name on our register of individuals who would prefer not to be contacted. That way, we will minimise the chances of you being contacted in the future where your data are collected in unconnected circumstances. If you would prefer us not to do this, you are free to say so.

Right of data portability: If you wish, you have the right to transfer your data from us to another data controller. We will help with this – either by directly transferring your data for you, or by providing you with a copy in a commonly used machine-readable format.

Right to lodge a complaint with a supervisory authority: You also have the right to lodge a complaint with your local supervisory authority.

We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

To make a complaint, please address your comments via email to data@m-tech360.com

If you are not satisfied with our response to your complaint, you can contact the Information Commissioner <https://ico.org.uk/global/contact-us/> or telephone them on +44 1625 545 745.

International



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M-Tech works with international organisations which is what enables us to offer the level of services that we do. In order for us to continue operating in this way, we may have to transfer or store your data internationally.

Who is responsible for processing your personal data on the M-Tech website?

M-Tech controls the processing of personal data on its website(s).

What are cookies and how do we use them?

A "cookie" is a bite-sized piece of data that is stored on your computer's hard drive. They are used by nearly all websites and do not harm your system. We use them to track your activity to help ensure you get the smoothest possible experience when visiting our website. We can use the information from cookies to ensure we present you with options tailored to your preferences on your next visit. We can also use cookies to analyse traffic and for advertising purposes.

If you want to check or change what types of cookies you accept, this can usually be altered within your browser settings.

How to reject cookies

If you don't want to receive cookies that are not strictly necessary to perform basic features of our site, you may choose to opt-out by changing your browser settings.