



## ALEXANDER WHITEHEAD

### **Privacy Policy**

Protecting the privacy and confidentiality of personal information is a fundamental principle of our business. Alexander Whitehead adheres to privacy legislation that governs what information may be collected, how it is used and how it is protected. This Privacy Policy explains our privacy policies and information handling practices.

### **Protecting your Privacy**

We keep your personal information and the business you do with us in the strictest of confidence. We do not sell your personal information. We respect your privacy when we market our service and provide you with reasonable access to the personal information we have about you. As an executive search firm, Alexander Whitehead collects a variety of personal data necessary to provide such services in a proprietary and highly confidential database accessible only by Alexander Whitehead. Personally identifiable data (“Personal Information”) includes, but is not limited to: professional experience, career history, education history, resume and contact information.

### **Use and Disclosure of Personal Information**

Personal Information that we collect will not be shared with third parties in a personally-identifiable form but may be used by us for purposes including, but not limited to: protecting our rights, property or to enforce the terms and conditions of this Web site; to comply with regulations, laws, court orders or other legal processes; to contact you or otherwise respond to your inquiries for feedback purposes, for marketing and promotional purposes, and for content improvement. In addition, personal information that we collect may be added to our database and used for future calls and mailings regarding Web site updates, new services and other announcements. We will not exchange or publish your personal information without your permission, except as noted above. You also agree that we may share your Personal Information with others who help us with these activities.

### **Why we collect personal information**

We collect information in order to represent you for employment opportunities with our clients, to carry out surveys, to administer our website, and to provide information about our services. We collect, use and disclose personal information only for purposes that a reasonable person would consider appropriate in the circumstances.

### **What we do with personal information**

When you provide personal information to us in the form of a resume, references, or by participating in a survey, the information will be stored in our confidential and secure database. We may use your personal information to:

- Match your profile against our clients’ requirements.
- Contact and obtain information about you from references supplied by you (upon your approval, see Your Information is Obtained or Used Only With Your Consent).



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- Provide your information to clients (upon your approval, see Your Information is Obtained or Used Only With Your Consent).
- Improve our site and, where applicable, the services we offer.
- We may send you information about our company and promotional material from some of our partners from time to time. If you have concerns about receiving occasional communication from us, please contact us at [contact@alexanderwhitehead.com](mailto:contact@alexanderwhitehead.com).
- Demographic data collected while visiting our site is used to tailor your experience at our site and to display content that we think may interest you. We also use this data to learn more about the demographics of our site visitors and to refine our marketing plans.

For other similar or related purposes that are reasonably necessary for the proper management of Alexander Whitehead's business

### **Collection of Information from Web Site Visitors**

We may collect and/or track the following information: the Internet Protocol addresses for system administration and auditing site usage; home server domain names, e-mail addresses, type of client computer, and type of Web browser of visitors to this Web site, user-specific information on what pages visitors access, the e-mail addresses of visitors that communicate with us via e-mail; and any other information you provide us through the Web site. We may also use Internet cookies and other types of clickstream data on visitors' hard drives. Internet cookies save, among other things, the visitor's name, password, user-name, screen preferences, and the pages of the Web site viewed by the visitor. Internet cookies are stored on the visitor's hard drive and are not stored, in any form, by us. Visitors may decline the Internet cookies by using the appropriate feature of their Web client software, if available.

### **Aleander Whitehead Placements**

When you are placed with one of our clients, we will collect additional information in order to complete the placement process. In addition, we will survey you to ensure that we are offering our consultants the best possible opportunities and to provide our clients with constructive feedback. We will also survey clients to verify and confirm the information we currently have in your file and to ensure our consultants are consistently meeting client expectations.

### **Your information is obtained and used only with your consent**

We want to assure you that any personal information you provide to Alexander Whitehead will remain completely confidential until you request otherwise, unless required by law. We do not sell or provide candidate or client information to third parties. We will always obtain your authorization to contact references and we will always contact you via email or telephone before we discuss your profile with a client requirement.



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### **Your consent can be express or implied**

Express consent can be verbal or written. You imply consent when we reasonably conclude that you have given consent by some action you have taken, or when you decide not to take action. For example, by providing your contact information or other personal information to a recruitment specialist or through our website, you are granting your consent to allow Alexander Whitehead to use your profile information in our search, and to contact you regarding any such search specifications.

### **You can withdraw your consent after you've given it**

While we would like your consent to continue to collect and use your information as outlined above, we want you to know that you do have choices. In addition, you can request to have your information removed from our database, or opt out of receiving optional future mailings at any time by contacting us directly at [contact@alexanderwhitehead.com](mailto:contact@alexanderwhitehead.com).

### **We protect your information from error, loss, and unauthorized access**

Our employees who have access to your information are made aware of how to keep it confidential. Each employee is governed by policies regarding information handling. Only employees who require access to your information in the course of their duties will have access to your information.

We respect the confidential information that we receive from others and therefore will not release any personal information provided to us by third parties without their explicit authorization.

### **Access to and ability to correct personal data**

You can update your personal information at any time by contacting us directly at [contact@alexanderwhitehead.com](mailto:contact@alexanderwhitehead.com).

If you would like access to the personal information we have on file for you, we will ask you to put your request in writing. You will be given reasonable access to your personal information to verify or correct information. All efforts will be made to respond to your inquiry within 30 days. There may be circumstances where Alexander Whitehead will not provide you with access or may require additional time to meet your request, in which case you will be informed.

### **Links to other sites**

Our site may contain links to other sites that we think you might be interested in. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content, security, or privacy practices employed by other sites.



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### **Resolving your concerns, inquiries, or listening to your suggestions is important to us**

Please contact one of our Managing Partners directly [michael@alexanderwhitehead.com](mailto:michael@alexanderwhitehead.com) or [terry@alexanderwhitehead.com](mailto:terry@alexanderwhitehead.com) if you have any questions or concerns about our policy.

### **Changes to this privacy statement**

Alexander Whitehead reserves the right to modify or supplement our privacy statement at any time. If we make any changes, we will update this site to include such changes and post a notice on our home page for a period of 30 days, with a link to the updated privacy statement. If you return to this site after a period of more than 30 days, please check this privacy statement to confirm you are familiar with the most recent update. Your continued use of the site will constitute your consent to the changes, including use of personal information previously provided, as if they were the initial terms. However, we will seek your consent if we want to use your personal information for purposes other than those agreed to previously.

The privacy policy was last updated February 23<sup>rd</sup> 2013.