Privacy Statement

Your privacy is of the utmost importance to us. At Follett, we are committed to handling your personal information with the highest level of care, transparency, and security. As a trusted recruitment partner, we recognize the significance of protecting your data and ensuring that it is processed responsibly.

We adhere strictly to the **General Data Protection Regulation (GDPR)** and other applicable data protection laws, ensuring that your personal information is collected, used, and stored lawfully and ethically. Our goal is to provide you with tailored recruitment services while safeguarding your rights and maintaining your trust.

This Privacy Statement outlines the types of personal data we collect, how we use and protect it, and your rights regarding your information. We encourage you to read it carefully, and if you have any questions or concerns, our **privacy contact** is available to assist you.

USE OF YOUR DATA

When you register with Follett via our website, your personal data is securely stored in a protected database. This information is used exclusively for the following purposes:

1. **Efficient Recruitment:** To match you with suitable vacancies and ensure a seamless recruitment process.
2. **Client Introductions:** With your explicit consent, we may share your anonymized or full CV with prospective employers.

DATA COLLECTION

Follett collects data from data submissions through our website or via publicly accessible sources. (e.g. LinkedIn)

To provide the best possible service, we may collect the following personal data:

- **Personal information:** Name, Location
- **Professional Information:** Job history, Education history, Indicative salary range, Resume
- **Contact Information:** Email address and Telephone number.
- **Conversation notes, Email and Telephone correspondence**

DATA STORAGE

At Follett, we store your personal data on secure servers located in the Netherlands and Germany. These locations have been chosen to ensure compliance with GDPR and to provide a high level of data security. Our servers are managed by trusted IT service providers who implement industry-standard encryption, firewalls, and access controls to protect your information from unauthorized access, loss, or misuse. By hosting data within the EU, we ensure that your personal information remains subject to stringent European data protection laws, offering you greater transparency and security.

DATA PROCESSING AND SECURITY

Follett ensures the confidentiality and security of your data through the following measures:

- Access to your data is restricted to authorized employees who are bound by strict confidentiality agreements.
- Data is protected against unauthorized access, unlawful processing, and accidental loss using industry-standard security measures.

This Privacy Statement complies with GDPR and other applicable data protection laws. If stricter local regulations apply, we will ensure compliance with those as well.

SHARING DATA WITH THIRD PARTIES

Follett shares your personal data with clients solely for recruitment purposes and only with your prior consent. While we carefully vet our clients to ensure responsible data handling, we encourage you to review their privacy policies. Follett cannot be held responsible for their independent data processing practices.

In addition, Follett reserves the right to use trusted third-party software providers to help process personal data and improve our ability to match candidates with job opportunities in the following ways:

- Data analytics
- Candidate profiling
- Process automation
- Automated Communication tools
- CV Parsing and Skills Assessments

We take all necessary steps to ensure that these third-party providers comply with GDPR regulations and maintain high data security standards. Your data is processed only for the purposes outlined in this privacy statement and will not be used for marketing or non-recruitment activities.

You have the right to object to third-party processing at any time by getting in touch with our privacy contact.

Beyond these purposes, Follett will never share your data with third parties unless required by law, court order, or regulatory obligations.

DATA RETENTION & REMOVAL

We retain your personal data for a maximum of **five years** from the date of registration. This retention period allows us to match you with future opportunities. After the five-year retention period, your data will be securely deleted unless you choose to renew your consent. If you request deletion, we will remove your data within 30 days.

If you wish to remove your data from our database before this period, you may do so at any time (see below).

YOUR RIGHTS

As a candidate, you have the following rights under GDPR:

- **Right of Access:** You have the right to request access to your personal data.
- **Right of Correction:** You have the right to request the correction of inaccuracies in your personal data.
- **Right of Deletion:** You have the right to request the removal of your data from our database.
- **Right to Transfer:** You have the right to request a transfer of your data in a structured and readable format.
- **Right to Submit Complaints:** You have the right to raise concerns about our handling of your data with our privacy contact.

Follett will acknowledge all data access, correction, or deletion requests within 14 days and fulfill them within 30 days, as required under GDPR.

To exercise any of your rights or raise concerns, please get in touch with our privacy contact:

Kornel Takacs at kornel@follett.nl.

CONSENT REQUIREMENT

By submitting your personal data to Follett, you acknowledge that you have read and understood this Privacy Statement and consent to the processing of your data as described. You may withdraw consent at any time, which will result in the removal of your data from our database.

CHANGES TO PRIVACY STATEMENT

Follett reserves the right to amend this privacy statement as needed. The most up-to-date version of the privacy statement will always be available on the Follett website.