



# DATA PROTECTION POLICY

The protection of your privacy during the processing of personal data as well as the security of this data is an important concern to ISG Personal Management GmbH (from now on ISG), which we take into account within the framework of our business processes and take appropriate organizational and technical measurements.

Data protection and data security are part of our corporate policy:

We treat personal data collected during your registration on our website <https://isgcareer.com> confidentially and use it only in accordance with the applicable data protection guidelines of the GDPR 2017/679.

In this data protection declaration you will be informed about:

1. What data we collect
2. The purposes for which we collect data
3. What we do with the collected data

Since this is important, you should take the time and carefully read the data protection policy.

If you have any questions about the collection and use of your personal data by ISG Personalmanagement GmbH, we will be happy to provide you with information about your personal data stored at any time and without delay.

If you wish to have your data corrected or deleted, or if you have any complaints, requests for information or general questions regarding data protection, please do not hesitate to contact our data protection officer at [dataprotection@isg.com](mailto:dataprotection@isg.com).



## 1. Data Protection Policy

Our privacy policy explains:

- What information we collect and why
- How we use this information
- Which options we offer, including how information can be accessed and updated

### 2.2 Cookies Usage ISG

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer to help the website analyse how visitors use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

You can prevent Google's collection and use of data (cookies and IP address) by downloading and installing the browser plug-in available under <https://tools.google.com/dlpage/gaoptout?hl=en>.

Please note that this website initializes Google Analytics with the setting **anonymizelp**. This guarantees anonymized data collection by masking the last part of your IP address.

More information about Google Analytics' [terms and conditions of use](#) and [data privacy](#).

## 3. USE OF COLLECTED DATA

We use the data collected as part of our services to provide candidates with relevant job opportunities as well as to be able to search actively for our clients in our database. We also use this information to provide you with interesting job offers or to provide you with more relevant search results.

We may use your name chosen for your ISG profile for all services we offer that require an ISG account. In addition, we may replace names that have been associated with your ISG account in the past to keep you consistent in all our services.

Before we use information for purposes other than those stated in this data protection policy, we will notify you and ask for your consent.

ISG processes personal data exclusively on our servers located in Austria. Therefore, we may process your personal data on a server located outside the country in which you live.



## 4. ACCESS AND UPDATE OF YOUR PERSONAL DATA

You can access your personal data at any time. If this data is erroneous and you inform us of this, we will respond to this request as quickly as possible and update or delete the data (Article 16, 17 GDPR). Unless we need to keep the data for legitimate business or legal purposes, of which we would notify you. If your personal information is updated, we may require proof of your identity before we process your request.

Once we confirmed your identity and proceed with the correction or deletion of your profile, this is always free of charge, except in cases where this would require disproportionate effort (multiple inquiries in a short period of time).

We strive to provide our services in a way that protects the data from accidental or deliberate destruction.

## 5. INFORMATION FORWARDED BY US

In principle, we do not pass on any personal data to companies, organizations or persons outside ISG. Should the personal data be passed on, this will only take place in one of the following cases:

### 5.1. With your consent

We pass on personal data to companies, organizations or persons outside ISG, only if we have received your consent and have concluded our order agreement with the third party (Article 6 GDPR).

### 5.2. For processing by other parties

We provide personal data to our franchise partners, other trustworthy companies or persons who process them on our behalf and have concluded a contract for data processing with ISG. This is done on the basis of our instructions and in accordance with our data protection policy and other technical and organizational confidentiality and security measures (in accordance with Article 25 GDPR).

### 5.3. For legal reasons

We will disclose personal data to companies, organizations and individuals outside ISG (according to Article 4, 6 GDPR), if we can reasonably believe that access to or use, storage or disclosure of such data is necessary to:

- comply with applicable laws, regulations or legal proceedings or to comply with an enforceable administrative order.
- enforce applicable terms of use, including investigation of possible violations.
- detect, prevent or combat fraud, security deficiencies or technical problems.
- protect the rights, property or safety of ISG, our users or the public from damage to the extent permitted or required by law.

Regardless of any restructuring within ISG, we will continue to ensure the confidentiality of any personal data in accordance with Article 20 GDPR and we will notify affected users before personal data is transferred or becomes the subject of another or supplementary data protection policy.



## 6. DATA SECURITY

We make every effort to protect ISG and our users from unauthorized access to or unauthorized modification, disclosure or destruction of data (in accordance with Article 25 GDPR). In particular:

- we encrypt our services
- we offer you a two-step confirmation process and a safe-browsing function when accessing your ISG account
- we review our practices regarding experience, storage and processing, including physical security measures, to protect against unauthorized access from systems
- we restrict access to personal information to ISG employees and contractors, who are required to know the information in order to process it for us, and who are subject to strict confidentiality obligations and disciplinary action, if these obligations are not met

## 7. SCOPE OF THE DATA PROTECTION DECLARATION

Our data protection policy according to GDPR 2016/679 applies to all services offered by ISG.

Our data protection policy does not apply to services offered by other companies or individuals, including products or websites that appear in search results, websites that may contain ISG services, or other websites linked to our services. Our data protection policy does not cover the use of information by other companies or organizations that advertise our services and may use cookies, pixel tags and other technologies to provide and offer relevant advertisements.

## 8. RIGHTS CONCERNING YOUR DATA

Due to the legal data protection regulation according to Article 12, you are entitled to extensive rights concerning your data. You can execute these rights by sending an email to [dataprotection@isg.com](mailto:dataprotection@isg.com).

These include in particular:

### 8.1. Right to information

Upon request, ISG will provide you with information on all data stored by ISG about you within the legally standardized period in accordance with Article 13 GDPR. In addition to personal data, this information also includes the purpose of processing and the type of processing.

### 8.2. Right to correction

You have the right to have your personal data corrected, supplemented or changed at any time (Article 16 GDPR).

### 8.3. Right to Data Transmission

You have the right to have all data stored by ISG about you transferred to another company.



#### **8.4. Right to deletion**

Upon your request, ISG will delete all personal data concerning you, which is stored at ISG within the legally prescribed time in accordance with Article 16 GDPR.

### **9. WITHDRAWAL**

You can revoke your consent to the collection and use of your data as well as a registration at any time with effect for the future in accordance with Article 7 GDPR.

Until the time of revocation, your data will be processed lawfully. In case of revocation, we will immediately delete your data to the extent you have requested or block it for further use. Please contact us at [dataprotection@isg.com](mailto:dataprotection@isg.com).

### **10. STORAGE**

Your data will be stored as long as it is required for the provision of our services. If a longer storage should be necessary due to legal regulations, a storage takes place up to the expiration of this time frame.

### **11. AMENDMENT**

Our data protection policy may change from time to time. Any modifications to this data protection policy will be posted by us on this page. If the changes are essential, we will provide an even clearer notification (including, in the case of certain services, an email notification of the changes to the data protection policy).

**ISG Personalmanagement GmbH,  
Vienna, May 2018**