Privacy Notice

Stanton Chase International GmbH, Vienna

STANTON CHASE

The principles described in this Privacy Notice document are handled in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th April 2016 on the protection of natural persons with regard to the processing of Personal Data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). The aim of these principles is to provide participants with basic information on the processing of Personal Data, their protection and methods of processing.

Glossary of terms used in this Privacy Notice:

- **"Personal Data"** means any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;
- **"Processing"** means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;
- **"Consent"** means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her;
- **"Controller"** means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of Personal Data;
- **"Processor"** means a natural or legal person, public authority, agency or other body which processes Personal Data on behalf of the controller;
- **"Recipient"** means a natural or legal person, public authority, agency or another body, to which the Personal Data are disclosed, whether a third party or not.

This document is intended to inform you about the ways we handle your Personal Data as well as to ensure you they are of the utmost importance for us therefore we constantly protect them. Our employees treat your Personal Data complying with the applicable legislation of Austria and the EU. To ensure we always handle your Personal Data in the best and most secure way possible, our IT systems and processes are being regularly revised by external professionals. Being fully aware of the fact, your Personal Data do not represent our property, we truly appreciate the trust you have put in us through sharing them with us. Whether we obtain them from public sources or you entrust them to us, we always inform you about this fact. In case we wanted to use your Personal Data for other purposes than those stated here, we would ask for your consent with such Personal Data processing (lacking other lawful basis).

Who are we and who can access your Personal Data?

In the interest of transparency, we would like to inform you about who may access and process your Personal Data, as well as who may contact you for the purposes described below.

The data controller responsible for processing your Personal Data within the territory of Austria is Stanton Chase International GmbH, with its registered office at Kärntner Ring 5-7, 1010 Vienna. Stanton Chase International GmbH is authorized to share your Personal Data with other offices within the global Stanton Chase network that operate under the Stanton Chase trademark. Such data transfers are carried out in accordance with our Intergroup Data Transfer Agreement. You can find a regularly updated list of all the Stanton Chase offices at the following address:

https://www.stantonchase.com/international-locations/

We also store your Personal Data at other companies (Processors). These Processors maintain the utmost secure internal systems and storage for us. This concerns in particular the Microsoft Ireland Operations Ltd. The security of our systems is provided by our suppliers, which may also have access to your Personal Data. To prevent any unauthorized processing or a processing you could not have expected, the activity of these suppliers is under permanent control while they are bound by the contractual terms and the processing contracts. When transmitting and processing your Personal Data, we strictly follow the applicable codes (The Code of Professional Conduct) of the Association of Executive Search Consultants (AESC). Please find the complete version of these documents we fully adhere to at the following addresses:

https://www.aesc.org/standards/
https://www.aesc.org/profession/candidate-bill-rights

We never proactively disclose your Personal Data. Your Personal Data remains completely safe with us. If we need to transfer your Personal Data to another recipient, we will inform you of this fact and always seek your consent prior to transferring your Personal Data.

What happens if you don't provide us with your Personal Data? Should such a situation arise, we will not be able to conclude a contract with you and/or provide you with our services.

We keep your data safe and we want to tell you how we do it!

The Personal Data entrusted to us, as well as the ones obtained from the public sources remain under constant physical, electronic and procedural control. We ensure maximum possible protection of the processed data by using the frontier control, technical and security mechanisms, efficiently preventing your Personal Data from any unauthorized access, transfer, as well as their loss, damage or other potential misuse. Every person handling your Personal Data, whether within their work or contractual obligations, is subject to legal or contractual obligation of secrecy.

Handling your Personal Data is essential for our work - we want you to know all our processing operations are undertaken in accordance with the law.

To provide our services, we necessarily process your Personal Data, with most processing activities carried out on the basis of the contractual terms agreed between you and the relevant Stanton Chase entity.

Certain categories of Personal Data are processed only with your freely given consent, which does not affect the other services we provide to you. In addition, we process specific information as required by applicable laws and regulations of Austria.

- **Executive search & candidate management:** evaluate suitability, keep professional records, arrange interviews, collect references, viewing your profile through open sources such as LinkedIn.
- **Legal basis: Legitimate interests** (Art. 6(1)(f)) of candidates; **Consent** (Art. 6(1)(a)) where required by local law or for specific programs.
- **Assessments/psychometrics:** administer tests as required by clients. **Legal basis: Legitimate interests** or **Consent** depending on tool; **Special categories** only with **explicit consent** (Art. 9(2)(a)).
- **Direct marketing to professionals (B2B updates, events):** email communications about insights and opportunities. **Legal basis: Legitimate interests** (Art. 6(1)(f)) in jurisdictions allowing soft opt-in; otherwise **Consent**. Opt-out anytime.
- **Website analytics & cookies:** refer to our Global Privacy Policy here: https://www.stantonchase.com/privacy-policy

Should you disagree with processing or should you have any questions, please do not hesitate to contact us.
Your trust in our services is essential for us, and you can contact us at any time. Once we verify your identity, we enable you to withdraw your consent free of charge.

Right of access	We will provide you with the information about the handling of your Personal Data throughout the period we have possessed them. We cannot provide you with all the information though, namely as some may violate our intellectual property rights or invade privacy of other persons.
Right to be forgotten	We will erase or anonymize the Personal Data you provided us with.
Right to restriction of processing	If you object to processing carried out by us, we will restrict the processing during the period of validity of the objection. We will also restrict the processing, if the accuracy of the Personal Data is contested by you, for a period enabling us to verify the accuracy of the Personal Data. Alternatively, the restriction of processing will apply if the processing is unlawful and you oppose the erasure of the Personal Data and request the restriction of their use instead.
Right to object the processing	You have the right to object at any time to processing of personal data for direct marketing purposes. The right to object also applies to processing of your Personal Data for the purposes of the legitimate interests pursued by us, unless we demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms.
Right not to be subject to automated decision-making, including profiling	Stanton Chase does not use automated decision-making or profiling to make decisions that have legal or similarly significant effects on individuals. All key decisions involving personal data are subject to appropriate human review.
Right to data portability	We will be happy to provide you with a machine-readable copy of the Personal Data you have shared with us. However, we cannot provide you with all the information, as some may violate our intellectual property rights or invade privacy of other persons.

Should you wish to exercise any of your rights — including the right to access your data, rectify inaccurate data, request erasure, restrict processing, object to processing, or exercise data portability — you may contact us at **vienna@stantonchase.com** or by calling our central telephone number **+43 1 51626-0**. You may also visit us in person at the address listed above, and we will gladly assist you with your request.

Please note that responding to your request is generally free of charge. We may charge a reasonable fee or refuse to act only if the request is clearly unfounded or excessive. We may also limit what we disclose if necessary to protect the rights and freedoms of others.

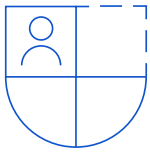
We want to inform you about how we use your Personal Data if you choose to share it with us.

Our primary focus is providing high-quality job placement services, and all data processing we perform is aimed at supporting this goal. This includes the following activities:

- **Tests and assessments:** To evaluate your professional skills and match them with the requirements of specific job positions.
- **Direct marketing:** Sharing relevant news and opportunities to keep you informed about new job openings and developments in the labor market.
- **CV processing:** We typically use only the most essential information from your CV that is valuable for both us and our clients in presenting new work opportunities.
- **Public event management:** Organizing events to stay connected with you and introduce new labor market approaches and opportunities.
- **Relationship management:** Conducting professional interviews, planning meetings, and keeping your information up to date in our systems. Information you provide through our website may also be stored in our systems.

We Only Process the Personal Data You Share That Is Necessary

We handle your Personal Data carefully and responsibly, with special regard to your safety. In order to offer you the best services possible, we have to maintain certain Personal Data about you. We keep the following types of information in our system:



- **personal identification data**, such as the name, surname, address, telephone number, and other contact information you share with us;
- **personal information**, such as age, gender, nationality;
- **current job situation**, such as the current employer, key job responsibilities, specialization and the professional experience you have acquired within your current work position;
- **pictures**, that cannot be considered biometric data and that you have included in your CV, we do not provide photographic services;
- **professional experience**, expertise, qualifications, certificates and references.

We do not intentionally collect special categories of personal data (Art. 9 GDPR). If a role requires processing such data (e.g., diversity data, health, political opinions, etc.) we will obtain your explicit consent and apply enhanced safeguards.

You may not share all these kinds of information directly, though we may obtain them during the interviews or during your visit of our website, therefore we want to inform you about their typical nature:

- **IP addresses and cookies**, which we may obtain based on your visit of our website and which we use solely for the purpose of securing our systems. We do not use these kinds of information for the purpose of behavioral advertising or other kind of profiling of you or your behavior. We use cookies only after obtaining your consent.
  You can adjust your preferences at any time via our cookie banner. For more information on Cookies, please read our Global Privacy Policy: https://www.stantonchase.com/privacy-policy
- **psychological tests**, as our clients may need to know some information about your character and your eligibility for the position;
- **salary,** we keep this information about you, in order to be able to react promptly to the eventual offers that may interest you, and offer you enhanced services.

In case we obtain the information about you from a different source than from yourself, we inform you about it and you can assert your rights. We would like to ensure you, we will not process any information of such type prior to informing you.

We do not keep your information forever. For how long will we hold it?

We will not keep your information forever, but for the period necessary to be able to offer you new work opportunities. In accordance with our business purpose, we store your Personal Data for a period of **maximum 5 years** since our last contact. In case we have the legal obligation to store the information about you for a longer period of time, we will store it longer, but if you assert your rights, we will inform you about it. You can always request the restriction of processing or erasure of your Personal Data. You can also withdraw your consent with the Personal Data processing, which will be reflected immediately. Please take note, that as a result of withdrawal of consent, we will not be able to offer you our services, requiring Personal Data processing anymore.

Do we always process the most up-to-date information available?

We regularly update Personal Data we keep about you. Taking into account your situation, as well as your experience may evolve in the course of time, we encourage you to regularly update your Personal Data and avoid processing incomplete or out-dated information about you. We would highly appreciate it, if you would help us maintain our contacts database up to date, by informing us about eventual changes in your Personal Data through email, telephone or personal contact.

Final provisions

All legal relationships following from or relating to the Personal Data processing shall be governed by the legislation of the Austria, regardless of where they were accessed from. Any potential disputes arising from the privacy protection between you and the Stanton Chase company shall be referred to and resolved by the Austrian courts under Austrian legislation.

We may and will regularly amend the text of this Privacy Notice document.

This Privacy Notice was lastly updated on Jan 20, 2026.

Your Leadership Partner

www.stantonchase.com