

OPTIA PARTNERS – PRIVACY POLICY

- Introduction

As sole owner of all information collected on this website, Optia Partners is committed to protecting the privacy of your personal data. This statement summarizes our website's policies regarding the collection, use, and transfer of your personal data, the security measures Optia Partners employs to protect such data, and your right to access.

- The Information We Collect and How We Use It

Optia Partners is an executive search firm and collects a variety of personal data necessary to provide such services in a highly confidential database, accessible only by Optia Partners. Categories of personally identifiable data include: career history, education history, professional experience, resume/CV, and contact information. By choosing to submit your personal information via this website you indicate your willingness to disclose this information to Optia Partners and to be considered, when appropriate, for one of Optia Partners' confidential executive searches. If you do not wish to disclose your personal information, Optia Partners will be unable to provide you the services detailed in this website, since employment, educational, and other personal information is necessary in order to assess your employment opportunities.

It is not Optia Partners' policy to seek any sensitive information through our website unless legally required for recruitment purposes. Sensitive information includes data relating to race or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health, sexual life, or criminal record. We suggest that you do not provide sensitive information of this nature. If you do wish to provide sensitive information for any reason, Optia Partners accepts your explicit consent to use that information in the ways described in this Privacy Policy or as described at the point where you choose to disclose.

- How We Use and Disclose Personally-Identifying Information

In order to present you as a potential candidate to potential employers (Optia Partners clients), your personal information may be shared with clients. Optia Partners is committed to implementing the appropriate data integrity and security measures required in order to protect your information.

By choosing to submit your personal information via this website you indicate your willingness to share and have your information considered, when appropriate, for one of Optia Partners' executive searches. Personally-identifying information will only be shared with clients for consideration for employment after notifying you and obtaining your verbal or written approval.

Your personal information is used only for the intended purposes stated at the time of collection. Optia Partners does not sell or share your personal information for related or unrelated purposes to non-licensee third parties, unless otherwise stated at the time of collection or required by law. If at any time we decide

to use personal data in a manner different from that stated as the time it was collected, we will notify you and give you a choice as to whether or not we use your information in this different manner. No notification and choice will be sought, however, if Optia Partners is compelled or required by applicable law, statute, regulation, ordinance, or court order to disclose personal data.

- How We Use and Disclose Non-Personally Identifying Information

Your personal information may also be used anonymously and in the aggregate in order to put together industry, marketing and employment statistics. Used in this matter, your personal information becomes non-identifying. Optia Partners also monitors IP addresses for security purposes, trend analysis, website administration, user movement tracking, and broad demographic information gathering for aggregate use. The IP address of the computer you use to access www.optiapartners.com is not linked to any personal information you provide on the website.

- Information Security and Integrity / Information sharing and disclosure

To prevent unauthorized access, maintain accuracy of data and ensure proper use of information, www.optiapartners.com has put in place appropriate physical, electronic and managerial security procedures to safeguard all information collected online

We will not process your personal information in a way that is incompatible with what is outlined in the Privacy Statement, and will use our best efforts to ensure that data is accurate, complete, current and reliable for its intended use. We also will use our best efforts to protect your information from loss, misuse, unauthorized access, disclosure, alteration and destruction.

- Access to Information

Optia Partners is obliged to show any personal information about you if requested. This information includes your qualifications and business career information and should not include Optia Partner's consultant's personal opinions. If you request changes to be made to such information, Optia Partners will correct the information immediately.

Additionally, Optia Partners retains the right to revise your submitted data only to comply with its normal formatting and categorization practices, including but not limited to slight alterations of company listings. Should you have any issues or not agree with the revised data, please contact Optia Partners

- Newsletter, Website/Service Updates, Surveys, and Contests

Optia Partners may offer newsletters to candidates met or registered with Optia Partners. If you wish to unsubscribe from a newsletter, please contact the sender of the email and you will be taken off the recipient list.

Optia Partners will periodically send you website update information and service announcement updates via email. Because these announcements contain important information about Optia Partners' service, as long as you remain a candidate, you will not be able to unsubscribe from these announcements. From time-to-time the website requests information from you via surveys or contests. Participation in these surveys or contests is your choice and is completely voluntary as to whether to disclose information. Information requested may include contact information and demographic information. Contact information will be used to notify and award winners. Survey information will be used for purposes of monitoring, improving, or enhancing the use and satisfaction of the website.

- Cookies

Cookies are packets of information that are stored on your computer's hard drive. At www.optiapartners.com, cookies allow us to keep track of the areas of the website you visit and thereby offer you easy access to the information you find most relevant. No secure information or information about your personal identity is ever contained within our cookies. Your web browser is most likely set to automatically accept cookies, but you can consult your browser help file if you wish to change these settings.

- Material Changes to the Privacy Policy

Optia Partners reserves the right to modify or amend the Privacy Policy at any time and for any reason. If there are material changes to the Privacy Policy, we will post those changes here and e-mail them to you so that you can keep informed. Please check back to this Privacy Policy and your e-mail account from time to time to stay informed. If you do not wish to continue using this website after reading the revised Privacy Policy, you will be given an opportunity to opt-out.

Nothing contained in this Privacy Policy is intended to create a contract or agreement between Optia Partners and any user visiting the website or providing identifying information in any form. If you have any questions about your personal information, please email Optia Partners at enquiries@optiapartners.com.

- Privacy Complaints

If have any questions regarding this policy, believe that Optia Partners has not complied with the provisions of this privacy policy or you wish to remove your personal data from our records, please e-mail us at enquiries@optiapartners.com.