

## Data protection

adi Consult GmbH operates firmly within the framework of data protection legislation, particularly the European Data Protection Directive 95/46/EC of 1995 for the protection of individuals with regard to the processing of personal data and the free exchange of such data, as well as country-specific privacy laws. In order to comply with legal directives, our company has developed and implemented a code of conduct for data privacy issues. All our offices are obliged to comply with this code, and we also ask our customers to do likewise.

We retain information only for the purpose of our executive search activities. Information about candidates may be passed on to other adi Consult offices and clients. We also obtain clear consent from candidates before passing on personal data to clients.

Personal or business data (email addresses, names, addresses) is always entered into our Web-site pages on a voluntary basis. Our services can also be used without the provision of such data or through the entry of anonymous data or a pseudonym. We retain the right to delete, amend or complete some data records (eg invalid contact details) without prior justification or notice even though we strive to contact/inform users beforehand. By entering data or uploading any documents, or by sending information via email or post, the user fully agrees to the storage and use of this information.

Any individual that sends us their documents without being asked or applies for a position will be informed that their information will be registered in our database and possibly sent to other adi Consult offices, as long as there is no objection to this.

adi Consult does not store any sensitive information (about political opinions, religious convictions or political views, union membership, health or sexual activity) and does not make any further use of such information.

We deploy the most up-to-date technical and organisational security measures to protect data against accidental or unlawful destruction, accidental loss, inadmissible changes and/or unauthorised disclosure or access.

Individuals whose personal data has been processed in our company have the right to the following information:

- information about the processing of data
- purpose of the data processing
- information about those who have access to their data

These individuals have the right to access all data that appears under a search for their name. They are also entitled to correct or delete this data.

Our clients have agreed to comply with the same data protection standards.