

Privacy Terms

Connectpro Management Consultants

Policy last updated on : 02/01/2025

Definitions:

Organization	Refers to a registered company
Responsible Person	Refers to YK Shrestha/Trilok Sharma-Partners -responsible person

1. Data protection principles

This notice outlines how we protect your personal data in accordance with local regulations. It specifies the types of personal data we collect about you, how we use this information, where and from whom we obtain it, and to whom we disclose your personal data. It also describes your rights regarding your personal data and how you can exercise these rights. Further details on your rights and how to exercise them are provided in this document

2. General provisions

- a. This policy applies to all personal data processed by the Organization.
- b. The Responsible Person shall take responsibility for the Organization's ongoing compliance with this policy.
- c. This policy shall be reviewed from time to time, as needed and will be posted online at www.connectprosearch.com.

3. Purpose of Data collection

The data collected will enable us to administer the recruiting process, including setting up an electronic pool of job candidates, applicants and passive candidates; managing & processing candidature with the clients.

We confirm that our partners/ organizations/ clients that we work with provide sufficient guarantee regarding the protection of your personal data.

4. Data We Collect and How We Use It

The personal data we gather from you assists us in managing our recruitment and hiring processes in compliance with legal obligations. We collect and utilize the following categories of personal data from and about our candidates:

- Contact information
- Demographic data
- Previous employment details
- Work preferences and abilities
- Educational Details: University/college, grades, degree, branch, dates
- Resume/CV

Please note that we may use third-party video or audio platforms for virtual job interactions and assessment.

5. How we obtain or find your information

We may obtain your data through any of the following channels:

- When you register or apply for the jobs we post
- When you correspond with us by phone, email or otherwise
- When you register your CV on a job board and it matches certain criteria
- When you apply for a role via a job board
- When you are referred to by a friend or colleague to us
- Through your online profiles
- When we approach you for an opportunity/job opening with any of our clients with whom we have a contract.

6. Lawful, fair and transparent processing

We employ effective technical and organizational strategies to ensure your personal data remains confidential. These measures include security practices to prevent unauthorized or illegal access, as well as safeguards to avoid accidental loss or damage. Individuals have the right to access their personal data and any such requests made to the Organization shall be dealt with in a timely manner.

We retain the personal information for only as long as we have legitimate business reasons to do so.

Candidate's consent shall be a pre-requisite to sharing the personal data with our customers/clients.

7. Your rights in respect to your personal data

You have the right to request access to, correction, or deletion of your personal data, to ask for the restriction of processing.

You may withdraw your consent for the future at any time. To request for the same, please contact us on < yk@connectproconsultants.com / trilok@connectproconsultants.com >

8. Security

- a. The Organization shall ensure that personal data is stored securely using modern software that is kept up-to-date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorized sharing of information.
- c. When personal data is deleted, it is done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.