



Tailor-made applications to do exactly **what you want**, exactly **how you imagined it**.

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## **Security and Privacy Policy**

Last updated 04/06/2024

## 1 INTRODUCTION

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AMO Consultancy Services Ltd is committed to conducting its business in accordance with all applicable Data Protection laws and regulations and in line with the highest standards of ethical conduct. We respect your privacy and protect your personal data, adopting a "Personal Data Protection Policy" that sets out how we seek to protect personal data in accordance with all applicable regulations, including the European Data Protection Regulation (EU) 2016/679 of 27 April 2016.

## 2 OBJECTIVES

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The objective of Information Security is to ensure business continuity and minimize business damage by preventing and minimizing the impact of security incidents. Information assets must be protected to ensure:

### **2.1 CONFIDENTIALITY**

Protection against unauthorized disclosure.

### **2.2 INTEGRITY**

Protection against unauthorized or accidental modification.

### **2.3 AVAILABILITY**

Ensuring information is accessible when required.

## 3 DEFINITIONS

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AMO Consultancy adhere to a uniform standard of data protection and security throughout our organisation in accordance with GDPR policies as detailed in the different aspects below.

### **3.1 CANDIDATE / APPLICANT**

Person who has sent an application and/or has been contacted by AMO Consultancy Services Ltd regarding a job offer.

### **3.2 DATA SUBJECT**

The individual who is the subject of personal data.

### **3.3 DATA CONTROLLER**

Entity that determines the purposes and means of processing personal data.

### **3.4 DATA PROCESSOR**

Entity that processes personal data on behalf of the Data Controller.

### **3.5 EMPLOYEE**

Person recruited by AMO Consultancy Services Ltd.

### **3.6 GDPR**

European Data Protection Regulation (EU) 2016/679.

### **3.7 HR OR HUMAN RESOURCES**

Department involved in personnel management, recruitment, payroll, or staff relations.

### **3.8 PERSONAL DATA**

Information relating to an identifiable person.

### **3.9 PROCESSING**

Operations performed on personal data, such as collection, recording, storage, etc.

### **3.10 AMO CONSULTANCY SERVICES LTD**

AMO Consultancy Services Ltd and all subsidiaries.

## **4 RESPONSIBILITIES**

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### **4.1 DIRECTORS**

Approve and oversee the Information Security and Privacy Policy, ensuring compliance and continuous improvement.

### **4.2 DATA PROTECTION OFFICER (DPO)**

Manages day-to-day data protection responsibilities and ensures compliance with applicable regulations. Contact: LetsTalk@amoconsultancy.com.

### **4.3 EMPLOYEES AND AGENTS**

Safeguard organizational assets and report any security breaches immediately.

## **5 DATA COLLECTED**

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We commit to collecting and processing Personal Data lawfully, fairly, and transparently. Personal Data collected includes:

### **5.1 IDENTIFYING INFORMATION**

Name, address, phone number, email.

### **5.2 JOB APPLICATION DATA**

Professional experience, resume details, etc.

### **5.3 PROFESSIONAL DATA**

Job title, company affiliation.

### **5.4 HR DATA**

Social security number, payroll information, training records, etc.

## **6 PURPOSE OF DATA COLLECTION**

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### **6.1 CLIENTS/PROSPECTS/SUPPLIERS**

To provide services, manage contracts, and communicate offers.

## 6.2 CANDIDATES

To manage job applications and recruitment processes.

## 6.3 EMPLOYEES

To manage employment relationships, administer HR processes, and comply with legal obligations.



# 7 DATA STORAGE AND RETENTION

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We store data only as long as necessary for the purposes outlined in this policy. Criteria for retention include:

## 7.1 COOKIES

Stored according to local authority limits.

## 7.2 JOB APPLICATIONS

Stored for up to 2 years unless consent for longer retention is provided.

## 7.3 HR DATA

Retained for the duration of employment and as required by law thereafter.



# 8 DATA SUBJECT RIGHTS

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Data Subjects have the following rights:

## 8.1 RIGHT OF ACCESS

The right to ask and obtain confirmation whether we are processing your Personal Data or not. If this is the case, you can access your Personal Data and obtain information such as the purpose of the processing, the categories of personal data concerned, etc.

## 8.2 RIGHT TO RECTIFICATION

The right to obtain from us the rectification of inaccurate Personal Data concerning you.

## 8.3 RIGHT TO ERASURE

The right to obtain the erasure of your Personal Data, insofar as one of the reasons justifying this right applies to your situation.

## 8.4 RIGHT TO RESTRICTION

The right to obtain the restriction of the Processing, where one of the grounds justifying the exercise of this right applies to your situation.

## 8.5 RIGHT TO OBJECT

Object to data processing based on specific situations.

## 8.6 RIGHT TO DATA PORTABILITY

Receive data in a portable format.

## 8.7 POST-DEATH DIRECTIVES

Define directives for data after death.

To exercise these rights, contact: [LetsTalk@amoconsultancy.com](mailto:LetsTalk@amoconsultancy.com)

We will respond within one month, extendable by two months if necessary.



## 9 DATA ACCESS AND SHARING

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Only authorized individuals and trusted service providers may access personal data as necessary. We ensure confidentiality and security through contracts and regular reviews.

We make every effort to ensure that the number of such individuals is kept as small as possible and to maintain the confidentiality and security of your Personal Data.

In this regard, we share with them only the information they need to provide the service and we ask them not to use your Personal Data for any other purpose. We always make our best efforts to ensure that all our trusted service providers with whom we work, maintain the confidentiality and security of your Personal Data. We also ensure that when our relationship with a trusted service provider comes to an end, that service provider deletes your Personal Data without delay.

We select our trusted service providers with great care, ensuring that they provide sufficient guarantees, including expertise, reliability and resources, to implement the technical and organizational measures to meet the requirements of applicable legislation, including security of processing. In this regard, we ensure that our trusted service providers process Personal Data only on our documented instructions. We also ensure that their personnel are committed to confidentiality or are subject to an appropriate legal obligation of confidentiality.

Internally, your personal data can only be accessed by the HR department or any other departments having a strict need to know. This access is under strict review by our Data Privacy Officer in order to ensure the Group's compliance with applicable laws.



## 10 DATA STORAGE LOCATION

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Data is stored within the EEA. Transfers outside the EEA are allowed under strict conditions.



## 11 SECURITY MEASURES

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We implement appropriate technical and organizational measures to protect data, including access controls, authentication processes, and regular policy reviews.



## 12 COOKIES

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Cookies collect information about your activities on our website. You can manage cookies through your browser settings. We use Google Analytics for anonymized traffic data.



## 13 THIRD-PARTY LINKS AND SOCIAL MEDIA

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Our website may contain links to third-party websites and social media platforms. We encourage you to review their privacy policies.



## 14 POLICY REVIEW

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This policy is regularly reviewed and may be amended by the Directors to ensure ongoing viability, applicability, and legal compliance.