

## **Privacy Policy**

One of the core principles of Heller Search Associates is the protection of candidate privacy. As such, we take our privacy policy very seriously and suggest that as a candidate, you review it carefully.

#### **Information Disclosure**

When you submit a resume to us, we add it to our database to which all of our recruiters, directors, and associates have access. While employees of Heller Search Associates will review your information internally, we will not circulate it to third parties without your express consent, which can be communicated verbally or through email. Your submission of personal information to us is voluntary, although if you do not provide certain personal information you may not be able to participate in our executive search services.

# Information we may request from you

When we are actively working with you as a candidate, we may ask you for information about your professional experience, compensation, residence location, and even your extracurricular activities. We communicate this information directly to our clients, only with express permission from you, and we request that our clients keep all of your information confidential to parties not directly involved in the hiring decision.

#### **Analytics**

We may retain and use information about you, which may include your personal information, for research, publication, development, benchmarking and trend analysis and to improve our services. Any published end product will refer only to larger aggregations of individuals and will not identify you personally or include any results attributable to you.

### More information:

If you would like more information about how we handle personal information, please contact Lauren O'Connor, operations manager, at lauren@hellersearch.com.