



Teem

Privacy Policy

At Teem we want to give all our software sales, customer success, presales, marketing, and leadership contacts the confidence that we take data protection seriously and treat their personal data with respect. The security of your data is very important to us and we are committed to maintaining the privacy and security of all personal data we receive.

You've told us that managing your Enterprise Software career successfully is a priority but finding a new job won't always be. To keep those occasional career conversations valuable, it makes sense for us to keep a record of what's important to you.

This Privacy Policy sets out how we (Teem) use and protect any information that you provide when speaking with our consultants or using our website/services.

In GDPR terms, Teem is the "data controller" for any personal information you supply to us in relation to enquiries about our services and when registering as a hiring manager, client company or software sales candidate.

Please note: You are **not** on a mailing list and do not need to do anything unless you disagree with our long-term approach.

We will:

- Hold basic information like your name, contact details, work experience and career aspirations.

We won't:

- Share your information without your express consent.
- Spam you.

We will not share your opt-in to an SMS campaign with any third party for purposes unrelated to providing you with the services of that campaign. We may share your Personal Data, including your SMS opt-in or consent status, with third parties that help us provide our messaging services, including but not limited to platform providers, phone companies, and any other vendors who assist us in the delivery of text messages.

All of the above categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.

We hold and process your data under the lawful basis of Legitimate Interest* (Article 6(f) General Data Protection Regulation), for the purposes of Executive Search**.

****Legitimate Interest** - Personal Data is held and processed on the lawful basis that such action is in the Legitimate Interest of the company in pursuing the purposes described and has been considered through the use of a Legitimate Interest Assessment utilising the Balance Test to not be outweighed by risks to the rights, freedoms and interests of the Data Subject.

****Executive Search** - Personal Data is collected, processed and distributed with the intent of identifying and presenting suitable candidates for Executive employment roles with Clients who have indicated a requirement for such roles. The data may be sourced from public sites containing contact and CV data, from potential candidates directly, from interviews and interactions with potential candidates and other connected parties and from online sources and will be provided to Clients seeking to fill such roles.



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Our Approach To:

Data received and processed

Teem receives personal, identity, and contact data in the course of the services we offer and throughout the recruitment process. For example, your name, address, phone number, email address and work history. Teem processing this data is necessary in order to provide our services and aid the recruitment process. Aside from this, we also collect marketing and communications data to provide a better understanding of the website users as a group but this does not contain personally identifiable information.

Sensitive data received and processed

We receive and process sensitive personal data only so far as is necessary to ensure it conforms with legal requirements, for example under the equality of opportunity laws. By using the Teem website and by supplying your details to Teem, or any of our consultants, you consent to the company collecting and processing any sensitive personal data supplied by you and disclosing this information to prospective employers in connection with the recruitment process.

Sharing and disclosure

Personal data shall be processed lawfully, fairly and in a transparent manner. Teem does not share any personal information received with third parties unless:

- You have specifically agreed to allow Teem Ltd to share your personal information with third party organisations.
- You are seeking employment with a third-party organisation through the services of Teem and for the purpose of evaluating your suitability, the third party organisation requests some or all of the information you have supplied us for this purpose.
- It is to enable Teem to provide a service you have requested.
- Teem is required to do so by legal process or in response to a court order or other legitimate request by a relevant authority.

Your data may be transferred outside of the European Economic Area for the purposes set out below:

- Clients based outside of the EEA.
- CRM systems, cloud storage and data centres especially for use by our US subsidiary Teem Recruitment Inc.
- Necessary third parties such as lawyers, accountants, auditors.

Should your data be processed outside of the EEA for internal purposes such as CRM systems, cloud storage and data centres we will ensure a similar degree of protection that follows the safeguards outlined by the ICO.



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FAQs:

What do we use your information for?

First and foremost, we will use the data you have supplied to help obtain the best service for you. We also require this information to understand your needs and provide you with a better service.

What information does Teem hold?

Teem receives personal data in the course of the services we offer and throughout the recruitment process. For example, your name, address, phone number, email address and work history.

How is this data collected?

Teem uses different methods to collect your data including but not limited to:

- Directly from you – through any interaction you may have with our consultants, candidates or clients, at job fairs, events, or via direct application.
- Third parties and publicly available sources – Social media, job boards, crowdsourced data communities.
- Marketing communications request.

Where is this data held/how does Teem ensure this data is stored securely?

Your data is stored safely and securely. All devices used to conduct business and all data storage methods are subject to this data protection policy. We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

- CRM and Database management systems.
- Local/Cloud storage services i.e. OneDrive***
- Emails***, LinkedIn, and relevant communications software.

How long we hold your data for:

Your data will be held for as long as necessary to fulfil the purpose of executive search. As well as for the purposes of complying to any legal, financial obligations. For any data, we will consider the amount, nature, risk and sensitivity of the data to determine the appropriate retention period.

**** Where personal data is received or stored on physical devices, our process requires individuals to hard delete documents containing such data every quarter (maximum).*

For more information please visit the ICO website: <https://ico.org.uk/>

If you have any questions about this policy or about your personal information then please contact:

Teem Ltd – +44 113 833 3333 | mail@go-teem.com



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Addendum: Guidelines for the use of AI in Recruitment

Purpose of AI Tools in Recruiting:

AI tools can sometimes be used to support our recruiting efforts by aiding in sourcing, screening, and managing candidate data efficiently.

Teem's Declaration:

- **Fairness and Non-Discrimination:** AI tools are only to be used in a manner that does not discriminate against candidates based on protected characteristics, such as race, gender, age, religion, or disability.
- **Transparency and Explanation:** Employees will communicate to candidates if/when AI tools are utilized in the recruiting process and provide a clear explanation of their role. They will also offer an opportunity for candidates to seek clarification or express concerns regarding the use of AI tools in their evaluation.
- **Data Privacy and Security:** No personal or sensitive data is to be input into any public AI tools. 'Personal data' shall have the meaning ascribed to it under applicable data protection laws and regulations and shall include any information relating to an identified or identifiable individual.
- **Human Oversight and Decision-Making:** Any AI tools utilized are as aids rather than replacements for human judgment in recruiting decisions. All final hiring decisions involve human assessment and consideration beyond AI-generated insights.
- **Continuous Monitoring:** We will continue to monitor legal provisions governing the use of AI tools in our operating jurisdictions, to ensure our work is compliant