

Global Privacy Policy

Abayenko Ltd is governed by a duty of confidentiality and takes the privacy of your information seriously. This policy outlines how the company, its associates and affiliates (hitherto known as “We” or “Us”) collect, use, transfer and disclose your information.

This policy covers all personal information the company collects in connection with its recruitment services, consulting services and products (collectively referred to as “Services”). This policy also covers information collected through the website, online systems, HTML-formatted email messages, social media pages and software applications we either use or make available.

This policy also covers other means by which we collect information, such as in-person discussions, telephone conversations, non-electronic communications and other means aside from our online systems.

WHO WE ARE

Abayenko is a global organizational consulting firm. We help identify the talent that enables companies to grow, expand their teams and execute their long-term strategies. In the process, we consider how leadership should be rewarded, incentivized and retained.

Abayenko provides international executive search and selection services to organizations seeking to hire an executive director or independent board advisor. We also assist clients in shortlisting talent for middle to upper level management positions.

Abayenko supplements its consulting services with products used to conduct research, candidate assessments and benchmarking that assists the search process by ensuring no-one is overlooked.

PERSONAL INFORMATION WE COLLECT

Abayenko collects information that identifies or relates to an individual (“Personal Information”) in order to provide services to candidates and clients who require this information to be able to make an informed decision. The type of personal information we collect can vary depending on circumstances.

For instance, we may collect your name, contact details and your preferred means of communication. We may also collect your responses to survey and assessment questions alongside references and citizenship details.

Where necessary we may request sensitive information of yours to ensure our services conform with legal requirements, including equal opportunity laws and right to work due diligence.

We will notify you if local regulations, or those with jurisdiction, require us to obtain further documentation for compliance purposes. You are otherwise discouraged from providing any sensitive information, such as government identification numbers.

Please do not provide us with any personal information if you do not agree with this policy.

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HOW WE COLLECT PERSONAL INFORMATION

By engaging or interacting with our services, you will naturally provide some information to us directly.

We collect personal information when you register a CV with us or submit a vacancy. We also store personal information when you respond to employment opportunities or complete online assessments and surveys.

Personal information about you may also originate from our clients whom we provide services to. We may also obtain personal information about you from third parties.

If you volunteer any personal information concerning other people to us, our leadership coaches or service providers, you must ensure you have the authority to do so in accordance with the policy outlined.

HOW WE USE THE PERSONAL INFORMATION WE COLLECT

Abayenko uses the personal information it collects in several ways. The summary below provides additional details about this.

The company uses personal information to render services to both our candidates and clients. We do this where there is a legitimate interest and to fulfill our contractual obligations.

In the course of our selection process, we may use information collected to create a profile about you. This profile may be used to identify professional opportunities we think may be of interest to you. We may also contact you from time to time for referrals and if instructed by a potential employer of yours to conduct pre-employment screening or background checks as appropriate.

You can always object to a profile of you being created. Please see the 'choices and access' section below on how you can object. If you object we will remove your profile from our database. However, this will also mean that you will not be considered for opportunities in the future.

We use personal information about you to ensure our services conform with legal requirements such as equal opportunity laws.

We use your personal information to study diversity and other statistical information concerning the market, our candidates and placement activities. We do so to manage our professional and contractual relationships, with your consent, and because we have a legitimate business interest.

We use your personal information to respond to your inquiries, fulfill your requests, verify and share information with you. If you contact us, we keep a record of your contact information and correspondence.

We use your personal information for purposes that concern the functioning of our business, such as audits, procurement and infrastructure security.

We use personal information about you for the purposes of research, publication, talent development, benchmarking and trend analysis that enhances our services and enables us to develop new customer offerings.

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We use your personal information to perform analytics and prepare materials regarding thought leadership. Any published product will only refer to larger aggregations of individuals and not you personally or anything attributable to you. We conduct analytics because we have a legitimate, beneficial business interest in doing so.

We use your personal information to send you marketing materials. Please note: if we obtained your personal information because of a consulting engagement with our client, or you are using our products at the request of your employer, you will not receive marketing materials as a result of the information we obtained from those services.

We retain your information in case you are interested in receiving articles, white papers, proposals, engagement letters or further information regarding our services. We do so with your consent and because we have a legitimate beneficial business interest in doing so.

We normally pseudonymize or key-code your personal information. This ensures all information that directly identifies you is stripped and replaced with a code to minimize unwanted or unintended identification. This key-coded information can be de-coded from our end if and when necessary.

We mainly anonymize, aggregate or de-identify personal information so the end-client cannot identify you or any other individual. We only use your name and personal identifiers to associate and combine information from third party services about you.

WHO HAS ACCESS TO YOUR PERSONAL INFORMATION

How your personal information is disclosed may depend upon the situation and circumstances.

While providing our services, we may disclose your personal information to clients who have engaged our recruitment services. This may include candidate assessment results and other criteria required to fulfill our mandates.

If you have completed an assessment or survey at the request of one of our clients, we will not share your assessment results with other clients without obtaining approval or consent from you.

Abayenko works with third parties who provide services that include, but are not limited to, psychometric assessments, data analytics, resume verification, pre-employment screening, payroll services, public relations services, marketing services, website hosting and IT services, among other administrative services.

As part of the service provision, these third parties may be able to access your personal information to ensure all servicing is seamless. Abayenko is responsible for managing all jointly-used personal information between its affiliates.

From time to time, we may also disclose personal information to our strategic alliance partners, third parties who support our business operations, or our network of independent consultants who provide services on Abayenko's behalf for the purposes stated above.

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In the event of a sale, takeover, consolidation or merger of the company and/or its affiliates, we may be required to disclose or transfer all or part of the personal information stored.

Other times where we may disclose your personal information include: to comply with a legal obligation or because we have legitimate interest to do so; to ensure compliance with applicable law and regulations; to respond to requisitions from public or government authorities outside of your country of residence; to protect the rights, privacy and safety of property belonging to either Abayenko as a limited liability company, you or another known entity or individual.

OTHER INFORMATION WE COLLECT

Abayenko collects other information that does not reveal your specific identity (“Other Information”) including:

- Information collected through cookies, pixel tags and app usage data
- Demographic information and aggregated data

Because these forms of information do not reveal your specific identity, we may use it for any purpose.

If we combine ‘other information’ with ‘personal information’ that identifies you directly, we will treat the combined information as personal information. If we are required to treat ‘other information’ as ‘personal information’ under applicable law, we may use and disclose it for the purposes detailed in this policy.

The company is not responsible for the data protection or governance performed by third parties.

Our third-party service providers may collect other information in a variety of ways. For instance, they may use “cookies” (small text files placed on a visitor’s computer hard drive) and associated technologies to help determine information such as the type of content a website visitor prefers and the length of time they spend on different areas of the website.

You can configure your browser settings to automatically decline cookies, or be given the choice of declining or accepting the transfer to your computer of a particular cookie(s) from a particular site. If you disable cookies and similar technologies, your experience on the site may be diminished and some features may not work as intended. Targeting, performance and analytic cookies are intended to enhance your experience on the site.

SECURITY

Abayenko has reasonable organizational, technical and administrative measures in place to protect against the loss, misuse, and alteration of personal information about users of the online systems under our control.

Although please bear in mind that no security system or system of transmitting information over the internet can be guaranteed to be 100% secure.

If you have reason to believe that your interaction with us is no longer secure or the security of your account has been compromised, please notify us immediately via privacy@abayenko.com.

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CHOICE AND ACCESS

Your provision of personal information to us is voluntary, although if you do not provide certain information required you may not be able to benefit from our services. Please contact us via privacy@abayenko.com if you would like to:

- Ask any questions about how we handle your personal information
- Request an electronic copy of your information including for transfer or data portability purposes
- Request to review, correct, update, suppress or restrict the processing of your information
- Withdraw consent to use your personal information or exercise your right to be forgotten
- Object to use of your personal information for our legitimate business interests
- Launch a complaint or suggest a policy improvement concerning data protection

Although we strive to maintain accurate records, if any information on our system is inaccurate we will work quickly to correct it.

You may request for your personal information to be removed from our databases at any time. Abayenko will make reasonable attempts to delete all personal information stored upon your request, although we may not be able to delete residual copies from our backup systems. Please rest assured residual copies will continue to be protected as required under our policy.

If you would like to opt-out of receiving marketing communications from us, please contact privacy@abayenko.com to have your contact information removed from our marketing databases.

If you are a resident of California, you have the right to opt-out of the sale or sharing of your personal information with third parties as defined in the California Consumer Privacy Act of 2018 (“CCPA”). Pursuant to the CCPA, California residents may also request the deletion of any personal information collected in accordance with this policy, alongside the category and details of any sources or disclosures made. For further information or requests relating to this policy, please contact: privacy@abayenko.com.

RETENTION PERIOD

We retain your personal information for as long as required or permitted considering the purpose(s) for which it was obtained. The criteria used to determine our retention periods includes:

- A maximum period of 7 years if we have a legitimate need to retain such information for essential functions or internal operations including learning and development, analysis of customer satisfaction, record-keeping and compliance with international data retention schedules
- The length of time we have an ongoing relationship with you or our client
- Any legal obligations to which we are subject

USE OF ONLINE SYSTEMS BY CHILDREN

Our online systems are not intended for use by individuals under the age of sixteen (16) and we request they do not provide personal information to us or through our online systems.

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UPDATES TO THIS POLICY

Abayenko reviews its privacy policies regularly and these practices are subject to change. Any changes to the policy will become effective upon posting of the revised version on our website.

The company reserves the right to modify or amend this policy at any given time and all material changes shall be communicated in advance on our website: <https://www.abayenko.com>.

SUMMARIES OF POLICY

This policy is the sole authorized statement of Abayenko's processes, procedures and practices with respect to the collection of personal information and its usage. Alternative versions or summaries generated by third party software have no legal effect and are in no way binding upon Abayenko as a limited company. No variation can be relied upon in substitute for this policy, nor can any supersede, modify or amend this policy unless notified in advance via our website.

QUESTIONS

Abayenko Ltd is responsible for the collection, use and disclosure of your personal information under this policy.

For additional information or enquiries regarding this policy, please contact: privacy@abayenko.com.