

Privacy Policy for:

**Inalp Consulting LLC,
Inalp Consulting GmbH,
Inalp Consulting Sàrl**

further referred to as « Inalp Consulting »

(French and German version available on request)

This privacy policy will explain how Inalp Consulting uses the personal data we collect or receive from you when using the Inalp Consulting website or when contacting us by mail or via social media (LinkedIn).

Topics

- What data we collect
- How do we collect your data
- How will we use and store your data
- What are your data protection rights
- How do we use cookies
- Privacy policies of other websites
- Changes to our privacy policy
- Cantonal and Seco placement license (AVG / LSE)

What data do we collect

Inalp Consulting may receive the following personal and professional data:

- Your name, e-mail address, phone number, address, etc.
- Your curriculum vitae
- Your diploma and education certificates
- Your work certificates

How do we collect your data

You directly provide Inalp Consulting with most of the data we collect. We collect and process data when you:

- Contact Inalp Consulting by e-mail, or phone, or personal visit
- View Inalp Consulting's website via your browser's cookies

Inalp Consulting may also receive your data indirectly from the following sources:

- Social media, such as LinkedIn or Xing

How will we use and store your data

Inalp Consulting collects your data so that we can:

- Verify if you are interested to work with us for a potential employment placement
- Verify if you are a potential candidate for one of our clients
- Contact you to verify if you are interested in a employment opportunity at one of our clients
- Data will be stored in our private database cloud where only Inalp Consulting has access, no third party

Only if you agree by e-mail, Inalp Consulting will share your data with our clients so that they may verify if you are a potential candidate for their organisation. If you agree, Inalp Consulting will we send your data to our client. If you do not agree, we will not share any data with our client. You have the right at any time to stop Inalp Consulting from contacting you for recruitment purposes or to stop sharing your data with us or with our clients.If you no longer wish to be contacted and to share data please send us an e-mail.

What are your data protection rights

Inalp Consulting would like to make sure you are fully aware of all of your data protection rights. You are entitled to the following:

The right to access – You have the right to request Inalp Consulting for copies of your personal data.

The right to rectification – You have the right to request that Inalp Consulting corrects any information you believe is inaccurate. You also have the right to request Inalp Consulting to complete the information you believe is incomplete.

The right to erasure – You have the right to request that Inalp Consulting erases your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Inalp Consulting restricts the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Inalp Consulting's processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Inalp Consulting transfers the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, Inalp Consulting has one month to respond to you. If you would like to exercise any of these rights, please contact us.

How do we use cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology. For further information, visit allaboutcookies.org. Inalp Consulting may use cookies in a range of ways to improve your experience on our website. You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

Our company website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Inalp Consulting keeps its privacy policy under regular review and places any updates on this page. This privacy policy was last updated on 1 September 2021.

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Cantonal and Seco placement license

Inalp Consulting has a cantonal and Seco placement license (Kantonale und Seco Vermittlungsbewilligung / Autorisation cantonale et Seco placement privé), in order to be able to place candidates in accordance with the Swiss AVG / LSE law.

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