

# API - Terms and conditions

## Introduction

The purpose of this Privacy Policy (referred to as the "Policy") is to elucidate how ELTic limited, may handle your Personal Data when utilising our Services. This Policy is subject to occasional amendments or updates to align with alterations in our practices related to Personal Data processing or changes in relevant laws. Terms defined herein are ascribed meanings in Section 15.

## ELTic, serving as both the Controller and the Data Protection Officer

ELTic is a limited company registered in Ireland (Company Number 744404) whose registered office is 71 Lower Baggot Street, Dublin 2, Co. Dublin, D02 P593, Ireland.

In the context of this Policy, ELTic assumes the role of the Controller.

The meanings of several capitalised terms employed in this Policy align with definitions specified in relevant data privacy laws, and we interpret these terms in accordance with their usage in such laws. The definitions for the capitalized terms within this Policy can be found below. If you have any inquiries, comments, or concerns regarding the information presented in this Policy or any matters related to the processing of Personal Data conducted by us or on our behalf, kindly reach out to our Data Protection Officer.

Cornelis Vermeer

ELTic Limited

71 Lower Baggot Street, Dublin 2, Co. Dublin, D02 P593, Ireland.

## Gathering Personal Data

We might gather Personal Data about you through the following channels:

- Publicly disclosed data: We may collect or receive your Personal Data that you explicitly choose to make public and/or consent to making public. This includes information shared on social media, employer websites, regulatory bodies, press agencies, etc.
- Third-party sources: Your Personal Data may be collected or acquired from third parties that furnish it to us (e.g., press agencies, regulatory bodies, etc.).

## Handling Personal Data

We may process Personal Data in the following categories pertaining to you:

- Personal particulars: given name(s), title, name, and position;
- Contact information: office correspondence address, office telephone number, office email address;
- Employer particulars: the name, address, telephone number, and email address of your employer, as relevant;
- Professional qualifications, memberships, and regulatory status: your degree, professional qualifications, and any additional details related to your professional standing or regulated status;
- Views and opinions: any publicly expressed views and opinions via social media platforms, employer websites, regulatory bodies, press agencies, etc.

## Legal Grounds for Processing Personal Data

In processing your Personal Data for the purposes outlined in this Policy, we rely on the legal basis of legitimate interests. We may engage in the processing of your Personal Data when we have a legitimate interest in conducting activities related to managing, operating, or promoting our business, provided that this legitimate interest is not overridden by your interests, fundamental rights, or freedoms. When processing your Personal Information for our legitimate interests, we take care to assess and balance any potential impact on you, both positive and negative, and consider your rights under data protection legislation. It's important to note that our legitimate interests do not automatically supersede your interests. We refrain from using your Personal Data for activities where our interests are outweighed by their impact on you, unless we have obtained your consent or are compelled or allowed to do so by law.

If you harbor any concerns about our processing activities, you possess the right to object to processing grounded in our legitimate interests. For more details regarding your rights, please refer to "Your Legal Rights" below.

## Objectives for Processing Your Personal Data

The purposes for which we may process Personal Data, in accordance with applicable law, encompass the following:

- **Our Sites, Software, and Services:**

Operating and overseeing the functionality of our Sites, Software, and Services.

- **Communications:**

Engaging with you through various means (including email, telephone, text

message, social media, post, or in person) to share news items, updates on new Software and Services, and other relevant information, ensuring compliance with communication preferences.

- **Lawful Basis for Processing Personal Data:**

Processing may occur based on our valid legitimate interest in managing, operating, or promoting our business, provided such interest does not override your interests, fundamental rights, or freedoms.

- **Purposes for Processing Personal Data:**

We may process your Personal Data for the following purposes: operating our Sites, Software, and Services; communicating with you; managing IT systems; ensuring system security; conducting necessary investigations; complying with applicable law; improving our Sites; maintaining and updating contact information; and obtaining prior, opt-in consent as required.

- **Communications and IT Operations:**

Administering our communications systems, operating IT security systems, and conducting IT security audits.

- **Security:**

Managing electronic security, including login records and access details.

- **Investigations:**

Detecting, investigating, and preventing policy breaches and criminal offenses in accordance with applicable law.

- **Legal Proceedings:**

Establishing, exercising, and defending legal rights.

- **Legal Compliance:**  
Adhering to legal and regulatory obligations under applicable law.
- Improving Our Sites, Software, Services: Identifying issues, planning improvements, and creating new features for our Sites, Software, or Services.

## Personal Data of a Sensitive Nature

In our regular business operations, we do not aim to gather or process your Sensitive Personal Data.

We may share your Personal Data with other entities within the ELTic group of companies and with our customers (such as recruitment agencies and in-house recruiters) for legitimate business purposes. This includes the operation and provision of our Sites, Software, and Services to our customers in accordance with applicable law. Additionally, we may disclose your Personal Data to:

- Legal and regulatory authorities, upon request, or for the purpose of reporting any actual or suspected breach of applicable law or regulation.
- Accountants, auditors, lawyers, and other external professional advisors to ELTic, under binding contractual obligations of confidentiality.
- Third-party Processors (such as payment services providers or other service providers worldwide). These third-party Processors are required to process your Personal Data to provide services to us. However, we will establish a written agreement imposing obligations on the service provider to safeguard your Personal Data and process it only in accordance with our instructions and applicable laws or regulations.

- Any relevant party, law enforcement agency, or court, to the extent necessary for the establishment, exercise, or defense of legal rights.
- Any relevant party where we are obligated to do so in connection with the prevention, investigation, detection, or prosecution of criminal offenses or the execution of criminal penalties, including safeguarding against and preventing threats to public security.
- Any relevant third-party acquirer(s) in the event that we sell or transfer all or any relevant portion of our business or assets. This includes scenarios such as reorganisation, dissolution, or liquidation.

## Cross-Border Transfer of Personal Data

We may transmit your Personal Data within Aspirant Analytics and to third parties, as outlined, for the purposes specified in this Policy. Such transfers may extend to countries acknowledged as Adequate Jurisdictions. It's important to note that these countries may have distinct laws and compliance requirements regarding data protection compared to those in the country where you are situated.

## Accuracy of Data

We undertake reasonable measures to ensure that:

Your Personal Data, which we process, are accurate and, when necessary, kept current; and

Any of your Personal Data that we process, deemed inaccurate considering the purposes for which it is processed, is promptly erased or rectified.

Periodically, we may request your confirmation regarding the accuracy of your Personal Data.

## Minimization of Data

We implement reasonable measures to ensure that the Personal Data we process is restricted to the extent reasonably necessary for the purposes outlined in this Policy.

## Data Retention

We take all reasonable steps to ensure that your Personal Data is processed only for the minimum duration essential for the purposes specified in this Policy. However, the retention period for your Personal Data will vary depending on the type of information and the rationale behind its processing.

The criteria guiding the determination of how long we retain your Personal Data are as follows: we will keep copies of your Personal Data in a form allowing identification only for as long as required for the purposes detailed in this Policy, unless applicable law mandates a lengthier retention period. Specifically, we may retain your Personal Data for the duration necessary to establish, exercise, or defend any legal rights.

## You possess several rights

Subject to applicable law, you possess several rights concerning the processing of your relevant personal data, including:

- The right to choose not to provide your personal data to us.
- The right to request access to, or copies of, your relevant personal data, along with information detailing the nature, processing, and disclosure of that data.
- The right to request rectification of any inaccuracies in your relevant personal data.
- The right to request, on legitimate grounds:
  - Erasure of your relevant personal data.
  - Restriction of processing of your relevant personal data.
- The right to object, on legitimate grounds, to the processing of your relevant personal data by us or on our behalf.
- The right to have certain relevant personal data transferred to another processor in a structured, commonly used, and machine-readable format, to the extent applicable.
- Where we process your relevant personal data based on your consent, the right to withdraw that consent. Note that such withdrawal does not affect the lawfulness of any processing performed before we receive notice of the withdrawal and does not prevent processing of your personal data based on other available legal bases.
- The right to lodge complaints with a data protection authority regarding the processing of your relevant personal data by us or on our behalf. This does not impact your statutory rights.



## Exercising Your Legal Rights

To exercise one or more of the legal rights outlined in Section 13 or to inquire about these rights, other provisions of this policy, or our processing of your personal data, please contact our Data Protection Officer.

Please note that:

- We may require proof of your identity before implementing these rights.
- In cases where your request necessitates establishing additional facts (e.g., determining whether any processing is non-compliant with applicable law), we will reasonably promptly investigate your request before deciding on the appropriate action.

## Definitions:

- **Adequate Jurisdiction:** A jurisdiction formally designated by the European Commission as providing an adequate level of protection for Personal Data.
- **Controller:** The entity determining how and why Personal Data are processed. In many jurisdictions, the Controller holds primary responsibility for compliance with applicable data protection laws.
- **Data Protection Authority:** An independent public authority legally tasked with overseeing compliance with applicable data protection laws.
- **Personal Data:** Information about an individual, or from which an individual is directly or indirectly identifiable, particularly through identifiers such as a name, identification number, location data, online identifier, or factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of the individual.

- Process, Processing, or Processed: Any action taken with Personal Data, whether or not automated, including collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination, or otherwise making available, alignment or combination, restriction, erasure, or destruction.
- Processor: Any person or entity processing Personal Data on behalf of the Controller (excluding employees of the Controller).
- Relevant Personal Data: Personal Data for which we are the Controller; explicitly excluding Personal Data for which we are not the Controller.
- Services: The services provided under any applicable agreement between us and our clients/customers, including the use of our Sites and/or Software.
- Sensitive Personal Data: Personal Data related to race or ethnicity, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health, sexual life, any actual or alleged criminal offenses or penalties, national identification number, or any other information considered sensitive under applicable law.
- Software: Any application, software, or platform made available by us, including instances where we offer such applications through third-party stores or marketplaces, or by any other means.
- Site: Any website operated or maintained by us or on our behalf.