

PRIVACY POLICY

Christoph Zeiss Partners, Inc. (CZP) strongly believes in protecting the privacy of everyone's personal data. The statement below is CZP's policy on how the company handles and protects your personal data, what personal information we will collect, and what your rights are in regard to your personal data.

A) WHAT PERSONAL DATA DOES CZP COLLECT?

CZP is a leading global executive search and leadership advisory firm. To provide the best service, personal data could be collected. The type of personal information collected depends on the relationship between CZP and the individual.

B) CANDIDATE / PARTICIPANT

Personal data that might be necessary to collect may include categories such as name, contact information (cell number, e-mail address, address), current and previous professional experience, photographs, one's individual capabilities, professional qualifications, peer reviews, executive competencies, professional style profile, and interview notes that may be in the form of recordings or transcripts (if applicable). This specific data may be sourced from the individual through publicly accessible and available sources, news articles, networking profiles, and verified third parties such as authorized background check/verification providers, sources/referees, professional partners, and CZP's clients.

If you happen to be an executive search candidate, in addition to all the information listed in the above paragraph, CZP may choose to collect information regarding your contact history, identification data (gender, nationality, civil/marital status), compensation details (where/when only permitted by applicable legislation), offer letters, education history, social activities, languages, and information related to references.

In order to better align our search process with CZP's commitment to ensuring Diversity, Equity & Inclusion and equal opportunities, CZP may choose to collect information about an individual (only under appropriate circumstances and in accordance with applicable local laws) that may be classified as diversity information (or any protected legal characteristics under federal or California law). This may include socioeconomic background, gender, age, racial or ethnic background, sexual orientation, disability, and religion or beliefs. Further, some of CZP's clients may be subject to certain employment diversity requirements. Consequently, CZP may be asked to share such information as it pertains to the assignment you would be considered for. Providing any additional information beyond these listed parameters will be considered voluntary, and declining to do so will not affect any search or assessment.

C) SOURCE OR REFEREE

If one chooses to provide personal feedback or reference for an individual, CZP may collect and process one's name, connection to the individual, contact details, specific employment and professional details (potentially including occupation, title, qualifications, and employment history), references, and feedback. CZP may collect the information listed from publicly available sources, the individual, or from you as the source or referee. Any feedback or reference that you have provided as a source or referee will not be attributed to you if shared with a third party unless you have allowed CZP to do so.

D) CLIENT OR SUPPLIER

If you are a CZP client or supplier, the information collected will most likely include your contact details (name, email address, telephone number, job title, address, and business records related to the service).

E) HOW DOES CZP USE YOUR PERSONAL DATA?

CZP will process your personal information in the context of providing services and preserving the business relationship with you. This includes but is not limited to verifying profile details, contacting you about a particular assignment, assessing, identifying, and evaluating certain individuals, and/or presenting certain analyses, insights, or reports to CZP's clients.

CZP may also use your personal information in certain circumstances, such as:

- As part of the background check or press check, which could include verification of professional or educational credentials;
- to aid in supporting or improving CZP's business operations (e.g. interview transcription or note-taking, benchmarking, audit procedures, document storage, security processes, maintenance of CZP's infrastructure and systems, statistics, data analytics, determining the efficacy of CZP's services, creating knowledge pieces);
- to share promotional and marketing materials (e.g. thought leadership pieces, intellectual capital);
- to invite an individual such as yourself to an industry or role-specific event (e.g. charity event, forum, summit, etc.);
- to work with certain vendors, sponsors, and partners
- to maintain certain business records necessary and related to CZP's services;
- to exercise CZP's full legal rights and to protect your interest as required by applicable law

CZP strives to guarantee that your personal information is complete, current, and accurate. Your personal information will only be utilized in a manner that is compatible with its intended use and will not be processed in any manner that contradicts that outlined policy. CZP will not sell your personal information.

F) WHAT IS CZP'S LEGAL BASIS FOR PROCESSING AN INDIVIDUAL'S PERSONAL INFORMATION?

CZP's legal basis for processing one's personal information in the context of providing CZP's services will be dependent on the personal information, the respective processing activity involved, and the particular context in which this information was obtained. This could potentially be:

- CZP's compliance with both legal and regulatory requirements under the applicable laws which may include keeping certain records for tax purposes or accounting, or providing certain information to public authorities;
- Your consent, when and where required by applicable law. For instance, for a background check, for any sensitive information that may come to light during interviews, for recorded interview sessions, employment diversity requirements; or
- CZP's legitimate business interest, as long as the processing of such personal information is not overridden by one's own interests or one's fundamental rights and freedoms. For instance: analyzing and improving CZP's services, promoting, managing or operating CZP's business, developing and protecting relationships with CZP's clients, vendors, and with you, managing CZP's IT systems (including audits).

G) WHERE THE PERSONAL INFORMATION IS HELD AND HOW IT IS TRANSFERRED

Personal information is on CZP's secure global database Ezekia, which is accessible by all CZP offices around the world. A list of CZP's offices can be found on CZP's website (www.cz.partners/locations).

CZP may disclose certain personal information when and where required by applicable law or in connection with any legal subpoenas, warrants, claims, or other judicial/governmental/regulatory requests. If CZP receives lawful access requests from a third-country authorities, CZP's best efforts will be made to use all organizational, technical, supplementary, and legal measures available to CZP to limit the personal information that can be accessed to protect your rights. CZP may disclose certain information where necessary to establish, exercise, or defend CZP's legal rights or to protect your interests or those of any other persons.

H) HOW LONG DOES CZP RETAIN YOUR PERSONAL INFORMATION?

CZP will retain your personal information for as long as the information is needed in connection with the purpose for which it is being collected and processed and further dependent on the nature of CZP's relationship with you.

More specifically, CZP will retain personal information as long as CZP has your consent or a legitimate interest to do so. CZP may be required to retain certain personal information (i) to be able to defend, exercise, or establish CZP's legal rights, (ii) to exhibit that CZP has fulfilled its obligations towards relevant parties such as CZP's candidates or clients, or to further meeting any other obligations that CZP would need to fulfill to complete an assignment in which you may have been involved in, (iii) for CZP's business records, or (iv) to comply with CZP's legal obligations.

Once the necessity to retain your personal information has expired, CZP will delete or anonymize your personal information in accordance with data minimization procedures and practices. If this is not possible at the time, (for instance, due to your personal information being stored in backup archives) then CZP will securely store your personal information and isolate your personal information from any further processing until deletion can occur.

I) YOUR RIGHTS

You, as an individual, have the right to access, complete, correct, erase or update your personal information or to request no further contact from CZP. In addition, to the extent permitted under applicable laws, you have the right to request the transfer of your personal information to a third party, to object to particular types of processing of your personal information, or to object to the use of your personal information by CZP. You can also choose to withdraw your consent at any time. However, such a withdrawal will not affect any processing performed prior to the withdrawal, nor will it affect processing by reason of other lawful grounds. Should you choose to request that CZP delete your personal information, please note that CZP may keep a minimal amount of data for record-keeping purposes (for instance, to note your wish for your personal information to be deleted). If you choose to exercise any of these rights, you may contact privacy@cz.partners. In addition, you may bring any complaint to the relevant data protection authority about CZP's processing of your personal information.

If you are a resident of the state of California, you have certain rights under the California Consumer Privacy Act of 2018 ("CCPA"). More specifically, you may choose to request the categories of your personal information that CZP has collected, the specific pieces of personal information CZP has collected, and the sources of such personal information. And if applicable, you may also choose to request the commercial or business purpose CZP has for collecting your personal information, the categories of third parties to whom CZP has shared or disclosed such personal information, and the categories (as outlined above) of your personal information CZP has shared or disclosed. You also have the right to request the deletion of your personal information. To exercise any of your rights, you may choose to contact the email address above privacy@cz.partners, or you may choose to call +49 89 515559-0. CZP will not discriminate against you for exercising any of your rights regarding your personal information.

J) CALIFORNIA RESIDENT

California residents are entitled to certain rights under the California Consumer Privacy Act of 2018 ("CCPA").

If you are a resident of the state of California, you are entitled to certain rights under the California Consumer Privacy Act of 2018 ("CCPA"). More specifically, you are entitled to the right to opt out of the "sharing" or "selling" of your personal data or information, as defined by the CCPA. As part of CZP's leadership advisory and search services, CZP may share your personal information directly with its client(s) and receive payment for that service. Under the CCPA, this may be construed as the "sale" of your personal information. With that being said, CZP will not sell your personal information to a third party or another business at any time. Nevertheless, if you do not wish for CZP to share your personal information with CZP's current or prospective clients, please contact CZP at privacy@cz.partners or call +49 89 515559-0, including your name and email. If you choose to exercise these specific rights, CZP will not refer you to any of CZP's clients for prospective job opportunities unless you specifically agreed otherwise.

K) CHANGES TO THIS POLICY

CZP may occasionally update this policy. Any changes made will be posted on this page, and the necessary measures will be taken to keep you informed of any changes. Please visit this page periodically to stay up to date with CZP's policy.

If you have any questions about this policy, please e-mail CZP at privacy@cz.partners.