

## **Information Collection and Use**

We collect information to provide better services to all our users. The types of personal information that we may collect include the following:

- (a) Personal Identification Information: Name, date of birth, nationality, gender;
- (b) Contact Information: Email address, phone number, physical address;
- (c) Professional Information: Employment history, qualifications, skills, references.

This information is collected through various means including through submission of a job application, registration on our website or interaction with our services.

### **We use this information to:**

- (a) provide recruitment and executive search services;
- (b) communicate with you about job opportunities or our services;
- (c) improve our services and website functionality; and
- (d) comply with legal, regulatory or compliance obligations.

## **Data Sharing and Disclosure**

We do not sell or rent personal information to third parties. However, we may share your information with:

- (a) Prospective employers or clients in connection with recruitment services;
- (b) Service providers who perform services on our behalf; or
- (c) Relevant legal or regulatory authorities when required by law or to protect our rights or the rights of others.

## **Data Protection**

We implement a variety of security measures to maintain the safety of your personal information. These include technical and organizational measures to protect data against unauthorised access, alteration, disclosure, or destruction.

## **Your Rights**

You have the right to:

- (a) access the personal information we hold about you;
- (b) request the correction of incorrect or incomplete information;
- (c) request the deletion of your personal information; or
- (d) withdraw consent for data processing, where applicable.

To exercise these rights, please contact us at the details provided below.

## **Cookie Policy**

By using this website, you consent to the use of cookies. Our Cookie Policy below explains what cookies are, how we use cookies, how third-parties we may partner with may use cookies on the Service, your choices regarding cookies, and further information about cookies.

## **What are cookies?**

Cookies are small pieces of text sent by your web browser by a website you visit. A cookie file is stored in your web browser and allows the Service or a third-party to recognize you and make

your next visit easier and the Service more useful to you. Cookies can be “persistent” or “session” cookies. Persistent cookies remain on your personal computer or mobile device when you go offline, while session cookies are deleted as soon as you close your web browser.

### **How we use cookies**

When you use and access the Service, we may place a number of cookies files in your web browser. We use cookies for the following purposes:

- (a) Essential Cookies: These cookies are crucial for you to be able to experience the full functionality of our site. Without these cookies, some parts of our website and services would not work.
- (b) Analytics Cookies: These cookies are used to track the use and performance of our website and services.
- (c) Advertising Cookies: These cookies are used to deliver advertisements that are relevant to you and your interests.

We may also use various third-parties cookies to report usage statistics of the Service, deliver advertisements on and through the Service, and so on.

### **Your choices regarding cookies**

If you’d like to delete cookies or instruct your web browser to delete or refuse cookies, please visit the help pages of your web browser. Please note, however, that if you delete cookies or refuse to accept them, you might not be able to use all of the features we offer, you may not be able to store your preferences, and some of our pages might not display properly.

### **Changes to This Privacy Policy**

We reserve the right to update this privacy policy at any time. We will notify you of any changes by posting the new privacy policy on this page. We encourage you to review this policy periodically for any changes.

### **Contact Us**

If you have any questions about this Privacy Policy, please contact us at [hello@lunarissearch.com](mailto:hello@lunarissearch.com)