

GDPR Privacy Policy

About us

IMS International Management Services SAS has its registered office at 18, rue de la Barre, 95880 Enghien-les-Bains and is registered in the Pontoise Trade and Companies Register under SIREN number 439 739 947. Its legal representative is Mr Jan Ph. Caulier.

IMS specialises in international recruitment, particularly in the Franco-German market, and offers a headhunting service.

We only work on specific missions for which a recruitment service contract has been signed.

Privacy policy

In the course of our business activities, we naturally have to collect your personal data. We are responsible for processing your data in accordance with data protection legislation, and we are committed to ensuring that your privacy is protected.

Candidates: what information do we collect, what do we use it for and how do we process it?

When you apply for a job by sending us your resumé, by whatever means (in particular by email, through our website, responding to an advertisement or sending an unsolicited application, through networks or social media or by telephone or letter, etc.), or as a result of our contact with you (either direct contact or via our internal or external research officers), we collect your personal data from your CV and other sources (such as your LinkedIn or Xing profile, etc.). This data enables us to offer you a position that suits you.

The information we collect includes, but is not limited to, the following:

- Your name;
- Your contact details, including your email address and telephone number;
- Your qualifications;
- Your professional references attesting to your qualifications and experience;
- Your professional background;
- Links to your professional profiles available in the public domain, such as LinkedIn, Xing etc.;
- The results of any general or specialised psychometric tests;
- In order to meet the needs of our clients in the context of a recruitment mission, we collect information that you are willing to give us verbally or in writing following our personal interviews with you, including information from sources that you have personally recommended or otherwise provided to us.

We keep and use this information in order to:

- Help you find the position that best fits your profile;
- Offer you job opportunities and keep you informed of the status of your applications;
- Provide information about you, subject to your written or verbal consent, to potential employers. We only share your information with specific potential employers with whom we have signed a service contract for a recruitment assignment, and only after we have obtained your written or verbal consent;

- Provide you with job-seeking advice;
- Fulfil our obligations to our clients;
- Provide you with career development opportunities and advice;
- Provide our clients with insights about you based on our tools and methods.

In the course of our work, we may share your personal information with the following parties:

- Our clients who we have identified as potential employers for you and with whom we have signed a service contract for a recruitment assignment (only after we have obtained your written or verbal consent);
- Our partner recruitment firms, only in the context of a specific mission and for the purpose of submitting your application to our joint client;
- Internally between the partner(s) of IMS in order to offer you positions that match your profile;
- Our admin and operations department, consisting of admin officers or external telesecretaries responsible for internal or external research;
- An application management service provider for use by HR professionals;
- Any other person or company likely to play a role in the context of a clear mission.

Your personal data will only be used within the strict context of a specific recruitment mission, and only after having obtained your written or verbal consent. The data will be transmitted to our client only in the context of submitting your application.

We do not practise automated decision-making or automated profiling.

The third parties mentioned above are obliged to comply with the strict GDPR rules regarding security and privacy.

Clients, future employers and suppliers: what information do we collect, what do we use it for and how do we process it?

When you engage us for an assignment, or for multiple assignments, we collect information about you. This includes but is not limited to:

- Your name and addresses;
- Your job title;
- Your business contact details, including your business email address;
- The organisation you work for;
- Any administrative information necessary in order to collaborate effectively.

We store and use this information in order to:

- Deliver the services you have engaged us to perform for you;
- Send you reports on the work we do on your behalf;
- Notify you of relevant products and services;
- Send you information about general trends in the world of work;
- Gather your feedback on our services.

We may share your personal data with the following parties:

- Candidates you invite for an interview or to whom you make an offer of employment;

- Third parties who provide us with research, evaluation, mailing, accounting and banking services, or any other services related to an assignment or to the proper functioning of the IMS company.

The third parties mentioned above are obliged to comply with the strict GDPR rules regarding security and privacy.

Security

We protect your personal information from unauthorised access, use, modification or disclosure through a variety of measures, including but not limited to the use of firewalls and anti-virus software that is regularly and automatically updated and monitored by a specialised service provider.

Where we store and process your personal data

The personal data we collect about you is recorded and stored only in our own computer system located in France.

The data may be transferred to a recruitment and application management service provider for use by HR professionals. This company is located in France and is obliged to comply with the strict GDPR rules regarding security and privacy. Once again, we emphasise that that we do not practise automated decision-making or automated profiling.

We will take all steps that are reasonably required in order to ensure that your data is processed securely in accordance with this privacy policy.

Retention of your personal data

We understand the obligation to retain your personal data only for as long as we need it for our legitimate business interests.

In the present recruitment context and since you have provided us with most of your data in the form of an application, we assume that you have given us your consent to this.

To this end, we have in place a data retention policy under which we delete data when its retention is no longer justified by a legitimate business interest. This occurs within a period of:

- Three months for any general application not aimed at a specific position (paper or electronic versions);
- Three years for any application for a specific position, or for any candidate whose application is submitted or who is hired (paper or electronic versions).

We may archive all or part of your personal data, or store them only in our client archive and delete everything from our operating system for managing applications.

You are, of course, entitled to request the deletion of all your personal data at any time. To do this, send your request by email to info@ims-mgt.com. If you do so, your data will be deleted within one week.

Your personal data will only be reused within the strict context of a specific recruitment mission, and only after we have received your written or verbal consent and after we have updated your personal information in consultation with you. Your data will only be transmitted to our client in the context of submitting your application.

Your rights

Your rights include, inter alia, the following:

- Request your personal information to be corrected;
- Request your personal information to be deleted;
- Object to your personal data being processed;
- Request the processing of your personal information to be restricted;
- Access the information we hold about you.

To exercise the above rights, contact us at info@ims-mgt.com.

Possible changes to our privacy policy

Any changes we may make to this privacy policy in the future will be posted on this page. We encourage you to check this page from time to time for any updates to this privacy policy.

How to contact us

If you have any questions, please contact us at info@ims-mgt.com.

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