

KOPPLIN KUEBLER & WALLACE

THE MOST TRUSTED NAME IN EXECUTIVE SEARCH AND CONSULTING

KOPPLIN KUEBLER & WALLACE, LLC Privacy Policy

Protecting your private information is our priority. This policy explains how we process personal data collected through our business. We are KOPPLIN KUEBLER & WALLACE, LLC (KK&W), an Executive Recruiter and Consulting Firm located in the United States (“KK&W,” “we,” “us,” and “our”) and this privacy policy (the “Policy”) applies to anyone who is using or has access to the KK&W website found at www.kkandw.com (the “Site”) or our Services. It is important that you understand what information we collect when you visit the Site and what we may do with that information.

By using the KK&W Site, you consent to the terms of this Policy and our Terms of Service. DO NOT use this Site or submit any personal information, or content of any kind, if you do not agree to the terms of this Policy and our Terms of Service.

KK&W understands how important your privacy is to you and as such takes the security of your privacy seriously. All reasonable measures are taken to protect your privacy.

Candidate(s) means an individual who is a candidate, applicant, potential candidate, or any individual searching for employment or services and/or information related to their employment or job search, and/or employee of a Client.

Client(s) means any business, organization or individual that retains us to perform any of our services, including those seeking information regarding or filling employment openings on their or other’s behalf.

Collection of your Personal Information

We collect and store a variety of information from you when you visit and actively submit certain information to the Site. Some information is personal and some is not.

Personal identifiable Information: Information that identifies, relates to, describes, is capable of being associated with or could reasonably be linked, directly or indirectly with a particular Client, or Candidate, such as your name, email address or image, or information that can be used to identify you when combined with other information, is “personally identifiable information” (“PII”).

We do not collect any personal information about you unless you voluntarily provide it to us. However, you may be required to provide certain personal information to us when you elect to

- use the Site
- email a cover letter and resume and apply for a position
- sign up for recruitment services
- sign up to receive our Constant Contact announcements
- send us an email message
- or call us.

Collection of PII from Candidates:

During the application process we will collect and store the information that you provide to us directly in connection with the application process.

The PII may include: your name, physical address, email address, telephone number, employment history, including but not limited to, employer, job title, compensation, education, degrees and/or certifications, benefits, your resume, among other PII needed to provide services to you and our Clients.

We encourage you not to provide us with sensitive personal data, such as racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, and/or data concerning your health or sex life and sexual orientation.

We will use your information for, but not limited to, communicating with you or our Clients in relation to services you have requested from us, including:

- Processing job applications and contacting our Clients, on whose behalf we are instructed to help fill a job posting. This means that if you apply for a specific job, we may pass your details to the relevant Client to proceed with the application and match you with a potential employer/Client.
- Candidate searches. If we believe you are qualified for a vacant position, we may pass your information on to the relevant Client.
- Improving the services we offer.
- Prevent fraud, spam and other potentially fraudulent or illegal activities.
- For direct marketing to you, to better understand how you use our services, our website and other communications we send to you and to send you information about our services, newsletters, articles, events, etc. that we believe may be relevant to you and your expressed interests or that would be relevant, generally, to someone in your position. You may opt out of these communications at any time.
- We also may gather additional personal or non-personal information in the future as well as collect personal data from third party databases and other public sources.

As referenced above, if you are registering to receive our Constant Contact announcements, we will collect your name and email address. In addition, you can opt-out of our marketing communications at any time by contacting us or using the “unsubscribe” mechanism included in the communication; however, you will continue to receive transactional messages from us, as may be relevant, and correspondence relating to inquiries, comments, or complaints.

Collection of PII from Clients:

In order to perform the services to which you have engaged our business, we may collect various information about your organization, as well as PPI information for a point of contact. Information collection may include, but is not limited to:

- Point of contact name, physical address, email address, and phone number

Additional information collected but may not be PII:

- Facility information: vacant job position description, facility name, year founded, number of members, number of full privileged members, club ownership type, total acreage, square feet of clubhouse, facilities descriptions, number of golf holes and rounds annually, treatment rooms, spa offerings and square footage; Club metrics: gross revenue, gross dues, carts and greens, total food/beverage, among other things.
- We may collect and store other information you provide to us by your organization during the course of our services that you have mandated from us.

Sharing Information with Third Parties

KK&W does not share, sell, rent or lease its customer lists or PII to third parties or advertisers.

KK&W may, from time to time, contact you on behalf of our Clients or Candidates, or external business partners about a particular offering that may be of interest to you, or to help us with our operations, e.g. for data storage or fraud detection.

KK&W may share data with trusted business partners to help perform services in connection with our operations, to improve our Site, perform services to you and to better user experiences and better protect and understand our users' needs, perform statistical analysis, send you email or postal mail, and/or provide customer support. All such third parties are prohibited from using your personal information except to provide these services to KK&W, and they are required to maintain the confidentiality of your information.

KK&W may disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on KK&W or the Site; (b) protect and defend the rights or property of KK&W; and/or (c) act under exigent circumstances to protect the personal safety of KK&W's Clients or Candidates, or the public.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide while visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

For any questions about this Privacy Policy or your personal data, please contact Nan Fisher at nan@kkandw.com or 480-443-9102.

By using our Site and Services, you acknowledge that you have read and understood this Privacy Policy and consent to the collection, use, and disclosure of your personal data as described herein.

KOPPLIN KUEBLER & WALLACE, LLC
7349 N Via Paseo Del Sur #202
Scottsdale
AZ 85258
United States

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