

# Privacy Policy

---

Effective Date: May 22, 2025

Last Updated: May 22, 2025

## 1. Introduction

At Humayn Consulting, we respect your privacy and are committed to protecting your personal information. This Privacy Policy explains how we collect, use, share, and protect your data when you engage with our services, visit our website, or otherwise interact with us.

By using our services, you consent to the practices outlined in this policy.

## 2. Who We Are

Humayn Consulting is a recruitment consultancy connecting finance and audit professionals with global and local opportunities. We are based in South Africa and operate internationally.

If you have questions, contact us:

Email: [alicia@humayn.org](mailto:alicia@humayn.org)

Phone: +27 84 225 6946

## 3. What Information We Collect

- Identification details (e.g. name, ID/passport number)
- Contact information (email, phone, address)
- Career history and qualifications (CVs, education, experience)
- References and assessments
- Job preferences (role, location, salary)
- Website usage (IP address, cookies – if applicable)

## 4. How We Collect Your Information

We collect data from you directly (e.g. CV submissions, forms, emails, calls), from public sources (e.g. LinkedIn), and from third parties (e.g. references, background checks).

## 5. How We Use Your Information

- Match you with job opportunities
- Share your profile with potential employers (with your consent)
- Conduct reference and background checks
- Keep you informed about roles and market insights
- Comply with legal and regulatory obligations

## 6. Sharing Your Information

We may share your data with:

- Prospective employers (with your consent)
- Third-party service providers (e.g. background check agencies)
- Regulatory or legal authorities when required

We do not sell your personal data to any third parties.

## 7. Data Retention

We retain your personal data only as long as necessary for recruitment purposes or as required by law. If you ask us to remove your data, we will do so unless legal obligations prevent us from doing so.

## 8. Your Rights

You have the right to:

- Access the personal information we hold about you
- Correct or update your details
- Withdraw your consent at any time
- Request deletion of your data
- Lodge a complaint with the Information Regulator (South Africa) or your local data authority

To exercise these rights, contact us at: [alicia@humayn.org](mailto:alicia@humayn.org)

## 9. Security

We take appropriate technical and organisational measures to protect your data from loss, misuse, unauthorised access, or disclosure. While no system is 100% secure, we are committed to safeguarding your information.

## **10. International Transfers**

If we transfer your personal data outside of South Africa, we ensure appropriate safeguards are in place (e.g. contracts, client compliance with GDPR-equivalent standards).

## **11. Changes to This Policy**

We may update this Privacy Policy from time to time. When we do, we'll revise the "Last Updated" date. Significant changes will be communicated directly if appropriate.

## **12. Contact Us**

If you have any questions or would like to update or delete your data, please contact us at:

Email: [alicia@humayn.org](mailto:alicia@humayn.org)

Phone: +27 84 225 6946