

TBM ADVISORS

Privacy Policy

Last updated on 01 August 2020

This privacy policy ("policy") will help you understand how TBM ADVISORS ("us", "we", "our") uses and protects the data you provide to us when you visit and use www.tbmpartner.com ("website", "service").

We reserve the right to change this policy at any given time, of which you will be promptly updated. If you want to make sure that you are up to date with the latest changes, we advise you to frequently visit this page.

Please note that this Privacy Policy does not apply to the Open Jobs board which is provided and managed by a third party and is governed by a separate privacy policy.

TBM ADVISORS knows that your privacy is important to you and takes user privacy very seriously. We are committed to protecting your personal data (i.e. any information you provide to us from which you can be identified) in accordance with this Privacy Policy.

SUMMARY OF KEY POINTS

Collection of Personal Information	In connection with our Services, we collect name, contact and employment details, as well as other Personal Information detailed below in this policy.
Our Cookie Policy	We automatically collect device information such as your IP address, browser, and operating system, along with information from Cookies in order to provide and maintain our Services and to present tailored advertisements that we believe are relevant to you and provide choices on use of certain Cookies.
Use of Personal Information and Legal Bases of Processing	We use Personal Information to respond to your inquiries, provide and maintain our Services, and to satisfy our legal rights and obligations. Where applicable, we rely on your consent, the need to perform a transaction or satisfy our legal obligations, and our legitimate interests (which you have the

	right to object to), as our legal bases for processing your Personal Information.
Who We Share Your Data With	We share Personal Information as necessary to provide our Services, including with service providers and clients in connection with the Services, and as necessary or permitted to satisfy legal rights and obligations.
Security of Personal Information	We maintain reasonable technical and organizational measures to protect Personal Information from loss, misuse and unauthorized access, disclosure, alteration and destruction.
Cross-Border Transfers	We provide appropriate protections for cross-border transfers of Personal Information.
Retention	We retain your Personal Information related to marketing activities for as long as you continue to accept such communications, and otherwise maintain your information for as long as necessary to provide the Services and satisfy legal obligations.
Restricting the Collection of your Personal Data	You have certain rights to access your Personal Information in order to correct, delete, port, object or withdraw consent (such as for marketing) to certain processing of your Personal Information by contacting us as detailed below.
Contact Us	Please contact us as detailed below with any questions.

Collection of Personal Information

TBM ADVISORS collects personal data from you when you request information from TBM ADVISORS and/or supply, information through the website, such as when you fill out a subscription form or consulting, coaching or executive search inquiry form, opt in to receive

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emails from TBM ADVISORS, agree to participate in surveys, join our CxO Innovator Network ("network") or apply for a role at TBM ADVISORS or any job posted on our website.

By browsing our website and submitting this information to us, you explicitly agree to TBM ADVISORS using your personal data for the purposes and in the manner described in this Privacy Policy. Please do not send us any information you do not wish TBM ADVISORS to use.

TBM ADVISORS may collect personal data and may disclose such information to third party service providers in aggregate for marketing and promotional purposes. However, in these situations, we do not disclose to these entities any information that could be used to personally identify you.

If you register as a member of our network, your data will be processed for purposes including conducting network members mailings and surveys as well as maintaining and sharing marketing and knowledge sharing contacts. Some of your data might also be visible to other members.

You do not have to provide us with any personal data. However, if you do not, we may be unable to handle your request or to provide you with the services you are requesting.

Please note that TBM ADVISORS is not responsible for any information you may disclose publicly in any chat rooms, message boards, or similar web pages, including those hosted on or linked to our website. You should keep in mind that, whenever you publicly disclose information about yourself online (for example, via message boards or chat rooms), such information could be collected and used by people whom you do not know. In addition, certain message boards and similar user forums may display IP addresses along with the message poster's name and message. TBM ADVISORS bears no responsibility for any action or policies of any third parties who collect any information users may disclose on the message boards, chat areas or other user forums, if any, on the website.

When you visit the website, we may collect the following data:

- Your IP address.
- Your contact information and email address.
- You personal data including Name, Last Name, Phone Number, LinkedIn URL, Company Name
- Other information such as interests and preferences, reasons for contacting TBM ADVISORS
- Data profile regarding your online behavior on our website.
- Topics you are interested in and any other information you choose to share, or other Personal Information contained in your correspondence, including information shared

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in a résumé, or CV.

- If you receive or participate in our executive, board search or leadership coaching or consulting services, we collect your name, title, professional and personal contact information, demographic data, results of any assessment, survey, or questionnaire you complete, compensation, employment objectives, memberships, community involvement, details in your curriculum vitae (including your educational background, work history, and other qualifications), language skills, job performance, reputation, responses to interview questions, and financial details (to coordinate and reimburse for travel), which we collect from you or third party sources such as online searches, professional contacts, and your employer (only for our leadership coaching and consulting services).
- If you are a client or potential client, we collect your name, contact details, title or position, products or services requested, or other information that you provide including via online forms or email correspondence.
- We may use publicly accessible information to verify information we are provided with and to manage and expand our business. Unless required or authorized by law, we do not process sensitive Personal Information about you, unless you have affirmatively consented to this processing.

Our Cookie Policy

- Once you agree to allow our website to use cookies, you also agree to use the data it collects regarding your online behavior (analyze web traffic, web pages you spend the most time on, and websites you visit).
- The data we collect by using cookies is used to customize our website to your needs. After we use the data for statistical analysis, the data is completely removed from our systems.
- Please note that cookies don't allow us to gain control of your computer in any way. They are strictly used to monitor which pages you find useful and which you do not so that we can provide a better experience for you.
- If you want to disable cookies, you can do it by accessing the settings of your internet browser. The "help" section of most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive new cookies, and how to disable or delete cookies altogether.
- If you choose to disable cookies, certain functionalities of our Sites might not work.

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Use of Personal Information and Legal Bases of Processing

By browsing our Sites or sending us information, you explicitly consent to TBM ADVISORS processing your personal data in accordance with this Privacy Policy. TBM ADVISORS might use your personal data to fulfil your request, send you marketing communications, process your job application or manage your membership of the TBM ADVISORS network.

We are collecting your data for several reasons:

- To better understand your needs.
- To improve our overall services and products.
- To send you promotional emails containing the information we think you will find interesting.
- To contact you to fill out surveys and participate in other types of market research.
- To customize our website according to your online behavior and personal preferences.
- If you have applied for a job at TBM ADVISORS or any other open job posted on our website, your data will be processed for the purposes of evaluating and processing your application and candidacy for the position to which you have applied or any other position matching your job preference criteria.
- We may also use your information to analyze and improve our recruiting processes as well as to communicate with you about TBM ADVISORS events and to send you publications that we think may be of interest to you and share our insights.
- We may use your Personal Information in order provide and improve the Executive Search, Coaching and Consulting Services, such as sourcing, identifying, assessing, and retaining talent for executive or board positions and teams, sending you executive or board positions that may be of interest to you, assessing leadership teams and organizations in efforts to improve their performance and culture, providing advisory guidance on needs and trends for our clients, and sharing thought leadership that may be of interest to you.
- We also may use Personal Information for the purposes of securing our website and IT systems and other business administration purposes, including as necessary to meet our legal and compliance obligations or in connection with regulatory inquiries, audits, legal claims, subpoenas, warrants, or other government/regulator/judicial processes or requests.

Some jurisdictions require that we explain the legal bases we rely on to collect, use, and share your Personal Information. We rely on several different legal bases to use your Personal Information, including: **(i)** as necessary to perform a transaction (in order to respond to your request, such as for information about a specific Service); **(ii)** as necessary to comply with a legal obligation (such as when we use Personal Information for record

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keeping to substantiate tax liability); **(iii)** consent (such as to send marketing or certain cookies, and process sensitive Personal Information); and **(iv)** necessary for legitimate interests (such as providing, maintaining, securing, customizing, and improving the Services we provide to you - a legitimate interest is when we have a business or commercial reason to use your information, so long as this is not overridden by your own rights and interests). We also process information about you in an anonymized and non-attributable form for research and development purposes. The specific legal bases depend upon the Personal Information at issue and the context under which the information is collected. If you have questions about or need further information concerning the legal bases we rely upon to process your Personal Information, please contact us as detailed below.

Who We Share Your Data With

We may share your personal data with others, such as:

- other offices (or future established offices) in the TBM ADVISORS – for a complete list of our offices, please refer to the website;
- carefully selected third party service providers, such as marketing service providers (if you have subscribed to our marketing communications), IT systems providers, recruitment service providers, background check providers, data cleansing providers or event organizers, so they can provide services to TBM ADVISORS;
- our advisors and affiliated partners; A list of such affiliates can be found on our Partners page
- other network members if you have chosen to take part in the network; and
- law enforcement authorities or other government bodies when we are required to do so.

These organizations will have access to your personal information as necessary to perform their functions, but they may not use that data for any other purpose.

We also share Personal Information with our clients as necessary in connection with an executive or board search for opportunities that we believe are of interest to you, as well as in connection with providing advice or assessments in connection with our leadership coaching and consulting services.

We reserve the right to disclose Personal Information where we believe such disclosure is required by law or is appropriate in connection with any legal claims (actual or proposed litigation), subpoenas, warrants or other government/regulatory/judicial processes or requests, as well as to protect visitors or the company (people and property) and other rights

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or interests, or to comply with applicable law. We do not sell or rent your Personal Information.

If we or any part of our organisation is sold, or some of its assets transferred to a third party, your Personal Information, as a valuable asset, may also be transferred to the acquirer, even if they are not in the same line of business as us. Our customer database could be sold separately from the rest of the business, in whole or in a number of parts. Potential purchasers and their advisors may have limited access to data as part of the sale process. However, use of your Personal Information will remain subject to this Privacy Policy. Similarly, your Personal Information may be passed on to a successor in interest in the unlikely event of a liquidation, bankruptcy or administration.

Third parties, other than law enforcement authorities or government bodies, will only handle your personal data on behalf of TBM Advisors for the purposes described in this Policy. TBM Advisors will not sell or otherwise share your personal data with such third parties for their own use.

Any third party we may share your information with may be located in other countries, including countries that do not offer the same protection to your personal data as the country in which you reside. Where that is the case, TBM Advisors ensures that your personal data is protected by using appropriate legal mechanisms.

Security of Personal Information

TBM ADVISORS is committed to securing your data and keeping it confidential. TBM ADVISORS has done all in its power to prevent data theft, unauthorized access, and disclosure by implementing the latest technologies and software, which help us safeguard all the information we collect online.

Cross border transfers

Your Personal Information may be stored and/or processed in countries that do not provide the same level of protection for Personal Information as the data protection laws of your home country. We take appropriate steps, where required, to provide appropriate safeguards for Personal Information to be transferred, including, among others and as applicable, standard data protection clauses adopted or approved by the European Commission together with binding and enforceable commitments.

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Retention

TBM ADVISORS will keep your personal data for as long as needed to handle your request or for as long as we have a relationship with you. We typically retain Personal Information related to marketing activities for as long as you accept marketing communications from us. For Personal Information that we collect and process for other purposes, as described above, we typically retain such Personal Information for no longer than the period necessary to fulfil the purposes outlined in this Privacy Policy, and as otherwise needed to address tax, corporate, compliance, litigation, and other legal rights and obligations, after which we will securely delete and/or take steps to properly anonymize your Personal Information. If you opt out of receiving marketing communications, you will continue to receive communications from us about your relationship with us where permitted by law.

If you have applied for a role with TBM ADVISORS, TBM ADVISORS will keep your personal data associated with your application for a period of up to five years.

If you have applied for an open job and/or registered on our Candidate portal, we will keep your personal data associated with your application until you delete your profile from the portal or notify us to do so.

Links to Other Websites

Our website contains links that lead to other websites. If you click on these links TBM ADVISORS is not held responsible for your data and privacy protection. Visiting those websites is not governed by this privacy policy agreement. Make sure to read the privacy policy documentation of the website you go to from our website.

Restricting the Collection of your Personal Data

At some point, you might wish to restrict the use and collection of your personal data. You can achieve this by doing the following:

- When you are filling the forms on the website, make sure to check if there is a box which you can leave unchecked, if you don't want to disclose your personal information. In this case you will not be able to submit a request of inquiry.
- If you have already agreed to share your information with us, feel free to contact us via email and we will be more than happy to change this for you.
- In the event that you have registered on our Candidate portal or have applied for a role posted TBM ADVISORS website and you no longer wish your data to be processed as described in this Policy, or if you wish to access, rectify, cancel or oppose such



processing, you can do it directly on the portal by deleting your profile or by contacting us at talent@tbmpartner.com.

- If you have applied for a corporate role at TBM ADVISORS and wish to exercise the rights described above, please contact the person you sent your application to or talent@tbmpartner.com.
- If you receive marketing communications from TBM ADVISORS, you can opt out of receiving future emails from TBM ADVISORS or unsubscribe from participating in our programs through the "preferences" page, which will be accessible in every marketing email you receive from TBM ADVISORS or contact us at transform@tbmpartner.com.

If you think we are handling your information unlawfully, we encourage you to get in touch with us at transform@tbmpartner.com.

Children

Our Sites are not directed at children 16 years of age or younger. TBM Advisors, therefore, will not intentionally collect information about anyone under the age of 16, and requests that no such information be submitted to us.

Changes to our privacy policy

TBM ADVISORS reserves the right to change or amend Privacy Policy from time to time in its sole discretion, as permitted by applicable law. Any new policy will automatically be effective when it is published on the website. You should therefore return here regularly to view our most up to date policy. You should also print a copy for your records. If we make a material change to this Privacy Policy, we will post the revised policy on our website, and obtain your consent if required by applicable law. Nothing in this Privacy Policy is intended to create an agreement or contract between TBM ADVISORS and any person or entity using this website or providing any Personal Information.

Contact

If you have any questions about this Privacy Policy or how TBM ADVISORS handles your personal data, please contact us at transform@tbmpartner.com.

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