

Privacy Policy

This Privacy Policy will explain how the personal data of visitors (“Users” or “you(r)”) of <https://herakles.works> will be collected and processed by herakles.works.

Herakles.works only collects your personal data for a specific and justified purpose described in this privacy policy. Personal data is not processed further in a way that contradicts the purpose for which the personal data was obtained.

1. Who handles your personal data?

herakles.works is the “Controller” with respect to any personal data that you provide via the Websites. The Controller is the legal person who determines the purposes and means of the use (processing) of your personal data. We have our place of business at Station F, 75013 Paris France and we are listed in the trade register under number 851029199. If you want to contact us, please use info@herakles.works for this purpose. For the purpose of this privacy policy we will refer to ourselves as “herakles.works”, “we”, “us”.

We (can) use certain sub-processors, but these sub-processors only process/use the personal data that is strictly necessary for these sub-processors to complete their specific task or service. We only provide your personal data, subject to data processing agreements, which state that the sub-processors must keep your personal data confidential, that the data cannot be used for their own purposes and that all information will be used in accordance with applicable privacy legislation, including strict provisions in the light of data security.

We reserve the right to transfer your personal data to a country outside the European Economic Area or international organisation. If so, we will ensure that the appropriate, suitable and required safeguards and transfer mechanisms shall be in place. You are entitled to receive a copy of any documentation showing the suitable safeguards that have been taken by making a request via info@herakles.works

2. The reasons, the type, the legal basis and the retention period of the processing of your personal data.

Applying for a job at herakles.works.

If you apply for a job at herakles.works, we will ask you to provide us with your personal data to i) facilitate the entire job application procedure, ii) create statuses, notes and a plan related to your job application and, iii) have email communications with you about your application, if applicable. We process your personal data based on our legitimate interests for recruitment purposes. We are required to inform you that withholding personal data in your job application may provide you with a disadvantage in comparison to other applicants who are applying for the same role.

In processing your personal data, we have balanced our legitimate interests against your fundamental rights and freedoms. Where necessary we have taken appropriate measures to limit implications and prevent unwarranted harm to you. For example, i) we will only use your personal data for the specific mentioned purposes and ii) we only ask/use the personal data that we absolutely need from you for the application process. We may ask you the following personal data in the job application procedure:

- Name;
- Home address;
- References;
- E-mail address;
- Phone Number;
- Picture;
- Cover Letter;
- Resume;
- LinkedIn Profile;
- Date of birth (age);
- Level of education.

We will store your personal data up to four (4) weeks after the application process has ended. If you provide herakles.works permission to store your personal data for a longer period, we will store your personal data up to one (1) year. If you are hired by herakles.works, your personal data will be processed in accordance with (statutory) rules for employment relationships and relevant retention periods

Screening new herakles.works Employees

herakles.works reserves the right to screen new employees based on our legitimate interest. Depending on the specific job, herakles.works employees may come in contact with large amounts of personal data for which herakles.works is a data processor. Due to this fact and the fact that herakles.works (strives to) maintain(s) security certifications, it is of the utmost importance that herakles.works employees maintain a very high level of integrity. Furthermore, for herakles.works employees that come in regular contact with personal data, herakles.works needs to verify that (new) employees have the credentials (diplomas/work experience) as indicated in the application process.

In this process, we have balanced our interests against your fundamental rights and freedoms. Where necessary we have taken appropriate measures to limit implications and prevent unwarranted harm to you. For example, the exact level of screening will depend on the specific job of the employee and the amount of personal data the employee will come in contact with, and the domestic regulation. Depending on the specific job, the screening may consist of the following elements and we can process the following personal data:

- The verification of references;
- The validation of the authenticity of identity papers;
- The validation of diplomas;
- Personal data as stipulated under 'Apply here'.

We will not store your personal data longer than is necessary for the above stated purposes. If you are not hired by herakles.works at the end of the application procedure, we will not retain your personal data for longer than four (4) weeks after the termination of the procedure. If you have given permission to keep your personal data longer, we will retain your data for a maximum of one (1) year after the application procedure has ended to be able to offer your other interesting job vacancies at herakles.works.

Submitting a question to herakles.works via the 'Demo & Contact' form.

On the Website, Users have the possibility to submit a question to herakles.works. We will process your personal data based on the performance of a contract (to reply to your enquiries). When submitting a question to herakles.works on the Website, we will ask you the following information:

- First name;
- Last name;
- Phone Number;

- E-mail address;
- Your question.

Requesting a demo for the herakles.works Platform via the Website.

Are you interested in herakles.works products and want to request a demo? We will process your personal data based on the performance of a contract (to reply to your demo request/provide you with a demo). When requesting a demo for the herakles.works Platform on the Website, we will ask you the following information:

- First name;
- Last name;
- Phone Number;
- Company E-mail address;
- Interest Level;
- Indication of new hires next year;
- Additional message.

Requesting a (free) trial for the herakles.works Platform via the Website.

herakles.works offers you the possibility to try our product (the herakles.works Platform) for a (free) trial period. herakles.works may ask you for your information and processes your personal data based on our legitimate interest; when you want to continue with our product after the trial period, it is easy to proceed due to the fact that your payment information is already validated and confirmed. When requesting a (free) trial for the herakles.works Platform on the Website, we will ask you the following information:

- First name;
- Last name;
- Phone Number;
- Company E-mail address;
- Address;
- Additional message.

Please note that any provided payment information will not actually be handled/processed by herakles.works. This is handled by our Payment Service Provider gocardless.com, who will act as an individual data controller. We will only receive your email address and name from gocardless.com. More information on how gocardless.com handles your personal data, including your payment information can be found on: <https://gocardless.com/privacy/>

Visiting the Website as a User.

As a Website visitor, based on our legitimate interests, we may analyse trends, administer the Website, measure Users' activity on the Website and to gather demographic information about our User base.

For the above-mentioned purposes, we may use Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer to help us analyse how Users use the Website. Google will not associate your IP address with any other data held by Google.

The gathered information will be transmitted to – and stored by – Google on servers in the United States. Google and all its subsidiaries, such as Google Analytics, participate in the Privacy Shield Framework and are committed to the Privacy Shield Principles in the processing of personal data transferred from the European Union to the United States. You may refuse the use of cookies by selecting the appropriate settings on your browser.

In addition, herakles.works has signed a data processing agreement with Google. This agreement contains arrangements between herakles.works (as the controller of the personal data) and Google (as the data processors of personal data). These arrangements represent the purposes based on which personal data may be acquired, what security measures need to be taken and which form of oversight herakles.works may exercise as controller of the personal data.

The cookies may store the following information:

- Your IP-Address;
- Information about your use of the Website;
- Device and browser;
- IP-address;
- Requests and responses sent from and to your device;

If you do not want to have cookies stored on your computer or want to remove cookies that have already been stored, you can arrange this via the settings screen in your browser settings. The adjustment of these settings differs per browser. On the website '[all about cookies](#)', it is clearly explained how to arrange this.

Tracking behaviour Users on Website

We may use 'advertising cookies' such as DoubleClick for Google Ads and LinkedIn Ads cookies, to track which visitors (coming from paid sources) choose to schedule a demo or get in contact with herakles.works. This enables us to optimise our online presence and present relevant advertising based on visitors' preferences. We will

only place these cookies with your explicit consent. If you have not provided us with your explicit consent, the advertising cookies will not be placed.

In the case of consent, the cookies may store the following information:

- Your IP-Address;
- Information about your use of the Website;
- Device and browser;
- Requests and responses sent from and to your device;
- Behaviour on our website.

If you want to remove cookies that have already been stored (by way of explicit consent), you can arrange this via the settings screen in your browser settings. The adjustment of these settings differs per browser. On the website '[all about cookies](#)', it is clearly explained how to arrange this.

Subscription to our newsletter.

Do you want to stay informed about herakles.works's products and services? When subscribing to the herakles.works newsletter on the Website, you will have provided herakles.works with consent to send you our newsletter. Withdrawing said consent is an easy task: you can click "Unsubscribe" underneath any newsletter-mail. When subscribing to the herakles.works newsletter, we will ask you the following information:

- E-mail address.

Acquiring relevant (free) recruitment content.

herakles.works offers certain free informative (e-books) content for you to read in respect of interesting topics in the HR industry. You may freely acquire (download) these e-books. In this case we will process your personal data based on our legitimate interest, due to the fact that herakles.works and the User will have joined into a customer relationship.

You will be provided with an opt-out to prevent us from sending you email content about related topics. If you do not opt-out, you will still be able to opt-out in every e-mail communication we will send you. When acquiring relevant (free) recruitment content from the Website, we will ask you the following information:

- First name;
- Last name;
- Company Email address.

(Online) User testing.

In some cases, herakles.works wants to test its product via so called 'user testing'. In order to do this, herakles.works wants to establish an interesting test group. herakles.works will ask potential testers some questions via a google form, based on the replies, herakles.works will invite 'tester' to its offices for a user testing session.

We process your personal data based on our legitimate interests for User Testing purposes and to improve our product. In processing your personal data, we have balanced our legitimate interests against your fundamental rights and freedoms. Where necessary we have taken appropriate measures to limit implications and prevent unwarranted harm to you. For example, i) we will only use your personal data for the specific mentioned purposes and ii) we only ask/use the personal data that we absolutely need from you to make a decision of the relevant test group and who to invite to the herakles.works offices. Via the online form, we will ask you the following:

- E-mail address;
- Phone number;
- Age;
- Postal code;
- Education level;
- Working experience;
- Current job.

3. What are your (data subject) rights?

Under the privacy legislation (GDPR), you have a number of rights as a data subject. This chapter of the privacy policy states your data subject rights and how you can invoke these rights.

The right to be informed

You have the right to know if we use (i.e. process) your personal data.

The right of access

If we indeed use (i.e. process) your personal data, you have the right to access your personal data and retain a copy.

The right to rectification

If your personal data is incorrect, you have the right to ask us to rectify your personal data. We will rectify your personal data accordingly.

The right to erasure ('to be forgotten')

If you want us to delete your personal data, you have the right to request us to delete your personal data. We will delete your personal data, unless we have a legal obligation to keep processing your personal data.

The right to restrict processing

If you are of the opinion that the processing of your personal data is unlawful, or your personal data is incorrect, or you require the personal data for legal claims after the retention period, or you have objected to the processing of your personal data, you can request us to restrict your personal data. In this case we cannot process your personal data unless you grant us permission.

The right to data portability (when processing under consent or performance agreement)

You can request us for an export of all the personal data that is processed by herakles.works. We will provide you with an export of your collected and processed personal data.

The right to object (when processing under legitimate interest).

In this event, we will not process any of your personal data upon your objection, unless we can provide you with compelling reasons to continue the processing of your personal data.

If you wish to make use of your data subject rights as mentioned in this paragraph, please send your request via e-mail to info@herakles.works.com. You will receive a substantiated reply within one (1) month after your request.

4. Protection of personal data.

We have taken appropriate technical and organisational security measures in order to protect your personal data against loss, misuse, alteration and/or destruction. Although we exercise reasonable care in providing secure transmission of information between your equipment and our systems, we cannot ensure or warrant

the security of any information transmitted to us over the internet. Access to relevant personal data is only granted to those authorised employees who require access to the relevant personal data for performance of their work.

5. Questions and complaints

If you have any questions or complaints about this privacy policy, please contact our Data Protection Officer at:

Herakles.works
109, avenue Victor Hugo
75116 Paris

or info@herakles.works. You may also lodge a complaint at the French DPA:
<https://www.cnil.fr/fr/plaintes>.

This privacy policy has been updated on January 02, 2022.