

Privacy Policy

Horgen Personnel Consultants, LLC provides professional recruitment and talent management services nationally, a business built on trust and privacy. This is why we are committed to protecting the personal information of employees, clients and candidates. We encourage you to review the statements below explaining how we collect and use information you share with us.

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INFORMATION ABOUT VISITORS TO OUR WEBSITES

We gather general information about the use of our websites, such as which areas users visit most frequently and which services users access the most. We only use aggregated data which cannot identify an individual visitor to our site. This information helps us determine what is most beneficial for our users and how we can continually create a better overall online experience. We may share this general information within Horgen and also with our business partners so that they too may understand how this site is used.

HOW WE USE YOUR PERSONAL INFORMATION

You can browse our websites, and search for jobs without disclosing personal information about yourself. This means any information that may be used to identify you, including, but not limited to, your first and last name, physical address, email address or other contact information.

If you choose to provide Horgen with your personal information on various online registration forms, we may use it to contact you via e-mail, telephone, direct mail or other communication formats to provide you with information or services that you have requested. Please get in touch with a Horgen representative should you wish to no longer be contacted by us, or send an email to the address listed on the bottom of this policy.

RESUMES

If you choose to submit your resume, Horgen will collect personal information about you such as your name, location and email address. If you supply a Resume, then you may also choose to provide us with details of your career history and other personal information such as address, telephone number, gender and nationality.

Horgen believes that helping you achieve your full potential is a long-term process. For this reason, your information will be transferred to an internal resume database that Horgen will use to administer recruitment services.

DISCLOSING INFORMATION

Horgen will not disclose the personal information that you provide (such as your name, address, email address, telephone number or career history), or details of your individual visits to this website, to any outside parties except: as necessary for job applications or other recruitment services that you have requested, with your consent, or when we believe the law requires it. However, we may record and share general information about the use of our website with our business partners, as described above

REFERRALS

If you provide the personal information of a referral, it is your responsibility to ensure that the person is aware that you have forwarded his/her information and has allowed you to do so.

SECURITY

Horgen is committed to protecting the security of your personal information. We use a variety of measures to ensure that your personal information (including the information in your Resume) is protected from:

- unauthorized access
- improper use or disclosure
- unauthorized modification or alteration
- unlawful destruction or accidental loss

However, the Internet is an open system and Horgen cannot guarantee that the personal information you submit will not be intercepted by others. You should be aware that the Resumes you complete at your current place of work may be monitored by your current employer.

All our employees and agents who have access to or are involved in the processing of personal information respect the confidentiality of personal information.

Our website may include links to external websites operated by other organizations. They may collect personal information from visitors to their site. Horgen cannot guarantee the content or privacy practices of any external websites and does not accept responsibility for those websites.

CHILDREN

We do not knowingly collect information about children. Horgen's services are directed at adults. We believe that children should get their parents' consent before giving out personal information. If you are concerned about your child's use of this website, we encourage you to use web filtering technology to supervise your child's access to the site.

COOKIES

We may use “cookies” on our website. A cookie is a small text file sent by a website and stored by your browser on your computer's hard drive. The main purpose of cookies is to streamline your use of this website. By using cookies we can keep track of your usage of the website and provide you with customized content.

You have a choice to accept or reject cookies by modifying your browser preferences. You have the choice to accept all cookies, to be notified when a cookie is set or to reject all cookies. Please note that if you choose to reject all cookies, certain parts of this site may not be available to you or may not function properly.

RETENTION

We will hold your personal information for as long as is necessary for the provision of recruitment services by us.

CHANGES TO THIS PRIVACY POLICY

If we decide to change our privacy commitment, we will post those changes here so that you will always know what information we gather, how we might use that information and whether we will disclose it to anyone.

CONSENT

By submitting your personal information, you consent to the use of your information as set out in this privacy policy.

YOUR RIGHTS

You have the following rights:

- a right to see the information we hold about you
 - a right to have any mistakes corrected or (in certain circumstances) to have your personal information deleted
 - a right to ask us to stop providing you with recruitment services
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QUESTIONS

If you have any questions about how your personal information is used, or if you want to access, correct or remove your personal information, please contact us at info@HorgenSolutions.com. You may write to us at: Horgen Personnel Consultants, LLC, Attn: Chief Information Officer - Privacy Policy, 15305 North Dallas Parkway, Suite 300, Addison, TX 75001.

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