



# Privacy Policy Introduction

## Document change record

Date	Version	Author	Change Details
24 May 2023	1	Iain Struan / Ramesh Maturu	Initial Document
19 July 2024	2	Joel Lawhon	Style and layout
13 September 2024	2.1	Julie Freeman	Information update

Pyramid Consulting, Inc. and our operating affiliate divisions (GenSpark™ and Celsior™) are committed to protecting and respecting your privacy. Accordingly, we have developed this privacy notice for you to understand how we collect, use, communicate, disclose, and make use of personal data through our website.

- The terms “we,” “us,” and “our” refer to Pyramid Consulting, Inc., and its affiliates (the “Organization”).
- The term “Site” refers to [www.pyramidci.com](http://www.pyramidci.com); [www.genspark.net](http://www.genspark.net); [www.celsiortech.com](http://www.celsiortech.com)
- The terms “user,” “you,” and “your,” refer to site visitors, candidates, and any other users of the site.

Use of the site, including all information presented herein and all online services provided by the organization, is subject to this privacy notice.

## Who are we?

Pyramid Consulting, Inc. is an award-winning, global staffing organization, and one of the leading and most reliable sources of the best total talent and technology services in the industry. We are committed to satisfying the needs of all customers: our clients, consultants, and employees.

As a customer partner-for-life, through our four divisions, we provide the best in people resources, utilize the latest technology in our IT and workforce transformation projects, and bring subject-matter expertise, all to help our customers achieve success.



## Who does this privacy notice protect?

This privacy notice applies to all site visitors, candidates, and all other site users. By using the site or any of its services, you agree to this privacy notice, without modification, and acknowledge reading it.

## What information do we collect?

When you use or register with the site, some of the data that we collect and receive from you is personal data, which means that it is information that could personally identify you (“Personal Data”).

The categories of personal data we may request include your name and contact information (email address, address, and telephone number). Depending on the nature of your inquiry or activities on the site, we may also ask for your job search criteria and preferences, employment experience, educational history, skills in various areas, reference information, background information, and other information contained in your resume, and any login ID and password created by you. It is also possible to upload your resume, cover letters, and any other attachments you may wish us to consider. The site also utilizes functional cookies to track your online activities, including, but not limited to, registration, submissions, information requests, and for analytic purposes.

Currently, the organization does not recognize and respond to ‘do not track signals.’ If we do so in the future, we will revise this privacy notice to describe how this is done.

## Why do we process your personal data?

We use your personal data for our business and activities and in our efforts to expand and improve our business. Generally, we use personal data and other data collected through the site to register you with the site, provide information regarding employment opportunities and career-related information, and to otherwise provide you with requested information or services. We may also from time to time use your personal data to send you automated email messages regarding our services, including employment information. You have the right to ask us not to process your personal data for marketing purposes and can opt out of receiving such email messages by sending an email with this request to [dpo@pyramidci.com](mailto:dpo@pyramidci.com) from each e-mail account that you would like to opt out from.



### With whom do we share your personal data?

The organization may disclose personal data to third parties. The disclosure to third parties would occur in the following circumstances:

- We will disclose information to our clients when necessary and appropriate in connection with the provision of staffing and recruitment services.
- We may disclose information to companies and individuals we employ to perform business functions and services on our behalf.
- We may disclose information to the extent necessary or appropriate to government agencies, advisors, and other third parties to comply with applicable laws, the service of legal process, or if we reasonably believe that such action is necessary to: (a) comply with the law requiring such disclosure; (b) protect the rights or property of the organization; (c) prevent a crime or protect national security; or (d) protect the personal safety of the users or the public.

### Important information for candidates joining our network

We do not share your mobile information with third parties or affiliates for marketing or promotional purposes. The frequency of text messages may vary. Message and data rates may apply. Carriers are not liable for delayed or undelivered messages. You can reply "STOP" to cancel, or "HELP" to receive further assistance.

### What rights do you have?

We respect your right to review and request changes to your personal data. The amount of personal data you are required to provide when requesting our services is consistent with the organization's interest in providing our services to you. The organization complies with applicable data protection laws and regulations.

We process personal data about you for the purposes set out in this privacy notice, including, but not limited to providing recruitment, placement, employment, and outsourcing services; operating our business; complying with our legal and contractual obligations; and fulfilling other legitimate interests of the organization.



Contact Us



## Changes to this privacy notice

We reserve the right to update this privacy notice periodically to reflect changes in our privacy practices and legal updates. Any changes we may make to our privacy notice in the future will be posted on this page and are immediately binding without any requirement for notice.

## How to contact us?

If you have any questions or comments about this privacy notice, or if you would like to exercise your rights, please send an email to [dpo@pyramidci.com](mailto:dpo@pyramidci.com). or write to data privacy officer – Pyramid Consulting, Inc. 3060 Kimball Bridge Road, Suite 200, Alpharetta, Ga. 30022 US.