

## **Heidrick & Struggles Artificial Intelligence Tools Notice**

Heidrick & Struggles International, Inc. and its subsidiaries and affiliates (collectively, “Heidrick”) use artificial intelligence and other automated tools (“AI Tools”) to support our executive search, leadership advisory, on-demand talent, and related business operations.

AI Tools may process personal data contained in resumes, professional profiles, applications, assessments, correspondence, interview and meeting notes, research materials, client-provided information, and other materials relating to candidates, executives, independent professionals, client personnel, business contacts, and other individuals.

Some stages of this processing, including analysis of submitted material and generation of an output, may occur automatically and are not initiated, controlled, or directed by a person.

### **How We Use AI Tools**

We use AI Tools for human-defined business purposes, including conducting research; identifying and organizing information about the experience, skills, qualifications, and other characteristics of candidates, executives, and independent professionals; summarizing resumes, assessment results, interview notes and other documents; extracting, organizing, reviewing, and comparing information; assisting our personnel in preparing preliminary candidate profiles, research reports, client presentations, correspondence, and other business documents; supporting executive search, leadership advisory, on-demand talent, and related workflows; and improving the efficiency and consistency of our business operations.

### **AI Outputs & How We Use Them**

Depending on the use case, AI Tools may produce summaries; extracted or organized data fields; research results and market information; comparisons, reports, correspondence, presentations, or other documents; comparisons; research results; recommended edits; suggested questions or follow-up actions; and other analytical or administrative work product.

We use these outputs to assist our personnel in conducting research; reviewing and organizing information; preparing preliminary work product; supporting client engagements; maintaining business workflows; and completing relevant business tasks.

### **Human-Defined Instructions and Limits**

The AI Tools operate subject to human-defined purposes, instructions, permissions, access controls, technical restrictions, and Heidrick policies and procedures. The tools may select analytical steps, organize information, identify patterns, or determine the form and content of an output within the scope of an approved task. They cannot independently establish new business purposes for processing personal data.

AI Tools are not authorized to use personal data for purposes unrelated to the Heidrick service or business task for which the information is processed.

### **Principles Governing AI Tools**

We select third-party AI Tool providers whose tools and practices are consistent with applicable law and the following principles, and we configure and operate those tools in accordance with the same principles:

- **Purpose limitation:** AI Tools should process personal data for approved business purposes;
- **Data minimization:** only information reasonably necessary for the task should be submitted;
- **Human accountability:** employees remain responsible for the work product and decisions in which outputs are used;
- **Transparency:** users should be informed when an AI Tool materially contributes to processing personal data;
- **Fairness:** AI Tools should not be used in a manner that produces unjust or discriminatory outcomes;
- **Accuracy:** material outputs should be checked against appropriate source information;
- **Security and confidentiality:** access to systems and data should be limited to authorized persons; and
- **Ongoing oversight:** use cases should be reviewed in proportion to their risks.

We implement a variety of safeguards for our use of AI Tools designed to ensure the tools process personal data in compliance with applicable law.

### **How Use of AI Tools May Affect You**

Use of AI Tools may affect how personal data about you is identified, analyzed, extracted, summarized, organized, compared, emphasized, or presented to Heidrick personnel or clients.

The use of AI Tools does not prevent you from exercising applicable rights concerning your personal data, but it may affect how you identify the data being processed about you or seek to access, correct, object to, restrict, or otherwise exercise applicable rights concerning that data.

### **Updates to This Notice**

We may update this notice from time to time in our sole discretion, subject to applicable law.

### **Contact Us**

Questions regarding the processing of personal data through AI Tools should be directed to [privacy@heidrick.com](mailto:privacy@heidrick.com)