

DATA PRIVACY CONFIRMATION STATEMENT

Scope of the Privacy Statement Notice.

This Data Privacy Confirmation Statement applies to the Tek Expert's Group of Companies (hereby referred to as "the Company") that are accessing or using Personal Data or Personally Identifiable Information (PII). The Data Privacy Confirmation Statement sets out the basis on which any personal data we collect from you or that you provide to us during the selection and recruitment procedure will be processed by us. This includes information you provide when you register to use our site, subscribe to our recruitment service, register your details, apply for a vacancy. This notice does not form part of any contract nor does it constitute or imply any offer of recruitment to you.

How do we collect your personal data and for what purpose?

As a candidate, you agree and accept that we will collect your personal data, which is provided by you through your application, during the interviews stage and throughout the communication with you. We may also collect your personal information from third parties, including recruitment agencies, former employers etc. We may collect, store, and use the following categories of personal information about you (the list may not be limited to the below):

- Your name, home address, personal contact details (mobile phone and email address), date of birth and gender
- Copy of CV with details of your qualifications, skills, experience and employment history, including start and end dates with previous employers, test scores, location of current and previous employment or workplace, previous training records and professional memberships
- employment records (including job titles, work history, working hours, training records and professional memberships)
- Information about your nationality and entitlement to work, including copies of work permits and tax certificates

We will only collect background information about criminal convictions from successful candidates and in cases we are legally able to do so. This will usually be where such processing is necessary to carry out our obligations under law or regulation.

We have the following purpose when processing your Personal Data:

- To enable you to participate in our selection process and enable us to consider and analyze your application in respect of a role for which you have applied.
- To communicate with you in respect of the recruitment process.
- To consider and analyze your application in respect of other roles, whether current or future.
- During post – selection, your vacancy data may be further processed, anonymized and stored for statistical purposes.

We may use analytical activities (via technological or other electronic means) to select appropriate candidates to consider based on criteria expressly identified by us, or typically in relation to the role for which you have applied. The process of finding suitable candidates may contain to some elements of automatic processing elements, however, any decision as to who we will engage to fill the job opening will be made by our recruitment team.

How do we store your personal data?

Your personal data is securely stored in both physical and electronic format. The Company will retain your personal data for as long as necessary to fulfill the purposes it was collected for, including for the purposes of satisfying any legal other requirements. Personal Data collected during the selection and recruitment procedure is held for a period of 2 years after the completion of the process.

Within the global operations of the Company, Personal Data may be transferred outside the country in which it was collected and/ or processed, for legitimate business activities in accordance with applicable law. In addition, to the extent permissible by applicable law, the Company may store and/ or process Personal Data in facilities operated by Third Parties on behalf of the Company outside the country in which the Personal Data was collected and/ or processed.

Where such transfers might occur, the Company must assure that adequate protection and safeguards exist either through appropriate contractual arrangements or as otherwise required by law (for example, with safeguards such as binding corporate rules and/ or standard contractual clauses, where necessary).

Your rights

We ensure that the rights of natural persons or “Data Subjects” (as defined in law) are taken into consideration adhered to where appropriate and that each of these rights are supported by appropriate procedures that ensures a timely and appropriate response. The complete list of your Data Subject rights, how to exercise them and file a request, as well as the complete information on how we collect, handle, share and protect your personal data are provided in our Privacy policy.