



Recruitment Privacy Policy

Medserv
Corporate

Ref No: MSV-CORP-HR-POL-019

Rev No: 0

Date: 14/05/2018

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POLICY

1.1. What Personal Data does MEDSERV collect?

MEDSERV collects Personal Data directly from applicants as well as from other available sources to the extent relevant and permitted by applicable local law. Subject to applicable local law and practice, the categories of Personal Data that are typically collected and processed in the recruitment context are:

- **Information applicants provide;** as a standard applicants are asked to put forward their CV or resume when applying for jobs which would include personal information, competences, skills, education details and qualifications, previous employments and third party references.
- **Other information;** such as information found from public sources as well as information related to background checks, depending on the position you are applying for, and where necessary for the recruitment process.

1.2. What will MEDSERV do with Personal Data collected?

MEDSERV will collect, use, store and otherwise process your Personal Data for the purposes of MEDSERV's recruitment or resourcing activities. Additionally your personal data may be processed for other purposes you have consented to.

MEDSERV will process your Personal Data for the following purposes:

- **Communicating with you, in context of recruitment activities, such as:**
 - o To obtain additional information where necessary;
 - o To inform you of available vacancies;
 - o To provide you with information relating to your application and to fulfill your requests.
- **Managing recruitment and resourcing activities,** including activities related to organizational planning. In the course of recruitment activities, we may use your information:
 - o To set up and conduct interviews and assessments;
 - o To evaluate, select and recruit applicants;
 - o To conduct background checks and assessments as required or permitted by applicable local law;
 - o To contact third party references provided by you to evaluate your previous performances.
 - o Or as otherwise necessary in context of recruitment activities.

1.3. Transfer of Personal Data

MEDSERV will not sell, lease, rent or otherwise disclose your Personal Data except as provided in this section:



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- **Consent:** MEDSERV may share your Personal Data if you have given your informed consent to do so.
- **MEDSERV companies:** MEDSERV may share your Personal Data with other MEDSERV companies who process Personal Data for the purposes described in this Policy. In such cases MEDSERV will ensure that there is a genuine need to transfer your Personal Data.
- **International transfers of Personal Data:** MEDSERV is a global company that has business processes, management structures and technical systems that cross national borders. This means that your Personal Data may be transferred across international borders to countries other than the one where you are applying to as an applicant. Such other countries do not always have equivalent laws providing specific protection for or rights in relation to Personal Data or they have different rules on privacy and data protection. MEDSERV takes steps to ensure that there is a legal basis for such a transfer and that adequate protection for your Personal Data is provided as required by applicable law. Such steps include, for example, the use of standard agreements approved by relevant authorities and the requirement to use appropriate technical and organizational security measures to protect your Personal Data. By providing information to MEDSERV subject to this Policy, you consent to the transfer of your Personal Data as described in this section.

1.4. Steps taken to safeguard Personal Data.

Privacy and security are key considerations for MEDSERV. Specific responsibilities had been assigned to address privacy and security related matters. Internal policies and guidelines are enforced through an appropriate selection of activities, including proactive and reactive risk management, security and privacy engineering, training and assessments. Appropriate steps are taken to address online security, physical security, risk of data loss and other such risks taking into consideration the risk represented by the processing and the nature of the data being protected. Access to our databases containing personal data is strictly limited to authorized persons having a justified need to access such information.

1.5. Rights of the Data Subject

With respect to the processing of Personal Data, data subjects have the rights as provided by applicable local law.

Data Subject has the right at any time:

- To request a copy of the data supplied by him/her to Medserv
- To have any inaccuracies corrected
- To withdraw consent on his/her personal data
- To have personal data erased from Medserv Database
- To object to processing
- To request data to be ported



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1.6. Retention Periods

Applicant's data and CV's are processed for recruitment purposes only. Respective data will be kept only until the respective position applied for is closed [We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which he/she is being considered.] When that period is over, we will delete your data from our database.

The CVs and data put forward by applicants for general openings and not specific recruitment will be kept within Medserv Database for one calendar month and afterwards will be deleted from the system.

1.7. Law Enforcement Requests & Disclosures

In certain circumstances, it is permitted that Personal Data be shared without the knowledge or consent of a Data Subject. This is the case where the disclosure of the personal data is necessary for any of the following purposes:

- The prevention or detection of crime
- The apprehension or prosecution of offenders
- The assessment or collection of a tax or duty
- By the order of a court or by any rule of law

1.8. Whom to Contact

Medserv is the controller of your personal data put forward for recruitment purposes. Any queries related to personal data should be directed to the relevant recruiting/ HR teams through Medserv website www.medservenergy.com .

2. RECORDS

2.1. Records

Records shall be kept in accordance with the Control of Documents and Records Procedure.