

# SGS CANDIDATE PRIVACY NOTICE

We thank you for your interest in a career with SGS Latvija Ltd. (the "Company"). The protection of your personal data is important to SGS Group and we have adopted strong principles in this area as stated in our SGS Data Privacy Policy available at <https://www.sgs.com/en/privacy-at-sgs>.

Before proceeding, please read carefully the Candidate Privacy Notice to understand what personal data we collect during our recruitment process, what we do with that information, and what rights you have.

## 1. DATA CONTROLLER AND CONTACT DETAILS

SGS Latvija Ltd., a company incorporated in Latvia and having its registered offices at 5 Katrinas Str., LV-1045, Riga, Latvia, is responsible, as a controller, for collecting information about our prospective, current and former candidates for employment with us (hereinafter referred to as the "Personal Data").

If you have any questions or comments about this notice, please contact us:

- By email at [privacy.lv@sgs.com](mailto:privacy.lv@sgs.com); or
- By using our online privacy request form available at <https://www.sgs.com/en/online-privacy-statement/privacy-request-form>; or
- To the company HR department at the following address: SGS Latvija Ltd., 5 Katrinas Str., LV-1045, Riga, Latvia.

## 2. CATEGORIES AND TYPES OF DATA COLLECTED AND PROCESSED

For prospective, current and former candidates, we collect basic identification information such as your name, title, position, professional history, experience and contact details.

If you actively apply for a role, we will usually collect:

- Detailed contact and personal information (name, home and business address, telephone, email addresses, gender, date and place of birth, citizenship, position, title, pictures, ID card, passport numbers and other national ID numbers as required, country of residence.
- Identification data collected by browsing this website and communicating electronically, such as cookies, IP addresses, user name and passwords;
- Education, training and employment information (e.g. remuneration at your current employer, employment dates with your current employer, interview

performance evaluation and scores in any online testing, position information such as position title, and language skills);

- Information submitted as part of your application;
- any other data similar to the categories mentioned above, processed in the context of an online job application process.

If you accept a role within the Company, the personal data we process will also include the following information in addition to the one specified in our Employee Privacy Notice which will be provided to you upon joining the Company.

Most of the time we will collect data directly from you. However, we may also collect personal data about you indirectly from third parties such as recruitment agencies, background check providers or from publicly available sources such as business employment-oriented social networking service providers.

## 3. ON WHICH LEGAL BASIS AND FOR WHICH PURPOSES DO WE PROCESS PERSONAL DATA

Company will always process your personal data for a specific purpose and will only process such personal data which is relevant to achieve that purpose as explained below:

### a) For fulfillment of contractual obligations

Your personal data is necessary to perform our contractual obligations towards you or to take pre-contractual steps at your request, such as preparing a contract of employment for you following a decision to make you an offer of employment.

### b) In the context of legitimate interests

Where required and without unduly affecting candidates' privacy interests or fundamental rights and freedoms, Company processes your personal data beyond the actual fulfillment of the contract for the purposes of Company's legitimate interests pursued directly by the Company or by a third party. These legitimate interests may include:

- Undertaking recruitment activities such as determining the suitability of a candidate's qualifications, checking for any existing or potential conflicts of interest or any other restrictions which may otherwise restrict or prevent a candidate's employment with SGS;
- Verify the accuracy of your personal information during the recruitment process through background screening;

- Manage our HR records and make your personal data available within SGS Group and update our recruitment databases;
- The security of our IT systems, architecture and network;
- Transfer to a potential buyer, transferee, merger partner or seller and their advisers in connection with an actual or potential transfer or merger of part or all of SGS's business or assets.

### c) As a result of your consent

As long as you have granted us consent to process the Data for certain purposes, this processing is legal on the basis of your consent. Your consent is always optional and can be withdrawn at any time. This also applies to withdrawing declarations of consent that were given to Company before the GDPR came into force, i.e. before 25th May, 2018. For the avoidance of doubt, withdrawal of consent shall not affect the legality of data processed prior to such withdrawal.

### d) Due to statutory or legal obligations or in the public interest and to protect your vital interests such as providing you with disability access to our premises for interviews or meetings where applicable

Where the Data we collect is needed to meet Company legal or regulatory obligations or enter into an agreement with you or is needed for legitimate purposes, if Company cannot collect this personal data Company will be unable to continue the recruitment process and / or fulfill its contractual obligations (in which case Company will inform you accordingly).

## 4. WHO HAS ACCESS TO YOUR DATA AND HOW WILL IT BE PROCESSED

### 4.1 within SGS Group

Your Data will be shared within Company Human Resource departments and its other business functions (e.g.: line management) to assess your application, check references, verify your information and potentially to contact you about a position.

Your contact information might also be used to improve your job application experience and SGS's HR recruitment process. For example, you might be asked to participate in surveys related to recruitment. Your participation in such surveys is completely voluntary. Your data might also be used for legal, regulatory and statistical purposes.

If your application is successful, your data will be used for personnel administration including the establishment of a personnel record and management purposes.

If your application is unsuccessful, the Information you submit may be referred to in the event that you make a later application and we may attempt to contact you via the e-mail address or the telephone number you provide in the event that a subsequent vacancy becomes available for which you may be suitable.

#### 4.2 Outside SGS Group

We usually transfer personal data to third parties outside Company to complete the purposes listed in clause 3 above:

- Third party service providers such as IT systems providers, hosting providers, cloud service providers, database providers, and third parties who carry out pre-employment checks on prospective employees. Each of these service providers has signed contracts to protect your personal information;
- a potential buyer, transferee, merger partner or seller and their advisers in connection with an actual or potential transfer or merger of part or all of SGS's business or assets, or any associated rights or interests, or to acquire a business or enter into a merger with it;
- the referees which you have provided to us during the recruitment process and interviews; and
- any legitimate recipient of communications required by laws or regulations.

#### 5. TRANSFER OF YOUR INFORMATION TO OTHER COUNTRIES

SGS is a company that operates globally. Your Data might therefore be used globally in connection with the recruitment process by SGS. You understand that your data might be processed by SGS in countries where data privacy legislation might not be as strict as in your home country. If your personal data is transferred outside the EEA, we will put in place suitable safeguards to ensure that such transfer is carried out in compliance with applicable data protection rules. To ensure this level of protection for your personal information, SGS may use a data transfer agreement with the third party recipient based on standard contractual clauses approved by the European Commission or ensure that the transfer is to a jurisdiction that is the subject of an adequacy decision by the

European Commission or to the US under the EU-US Privacy Shield framework. You may request additional information in this respect and obtain a copy of the relevant safeguard by exercising your rights as set out below. Where SGS transfers personal data to other group companies, we rely on the standard contractual clauses. By continuing using this website, you are accepting that your Information can be transferred in the way mentioned above.

#### 6. HOW LONG YOUR DATA IS STORED

We will only retain personal data for as long as necessary to fulfil the purpose for which it was collected or to comply with legal, regulatory or internal policy requirements. Data relating to unsuccessful candidates for roles within Company is kept for a minimum period of 12 months and a maximum of 24 months after the date on which we notify you that your most recent application has been unsuccessful; and data relating to successful candidates is dealt with by the employee privacy notice that will be provided to you upon joining Company.

However, if a candidate wishes to have their personal data removed from our recruitment site databases, they can make a request as described in section 7 below, which we will review as set out therein.

#### 7. WHAT ARE YOUR RIGHTS AND HOW CAN YOU EXERCISE THEM

Your Information will be accessible as is necessary for your employment application, taking into consideration our need to comply with legal requirements under applicable law(s). We may retain your Information to be able to contact you should a suitable job opening occur in the future. If you do not wish to be considered for future employment opportunities we will delete your Information at your request.

You have a right to request access and to obtain a copy of your personal data as processed by Company. If you believe that any information we hold about you is incorrect or incomplete, you may also request the correction of your personal data.

You may also:

- object to the processing of your personal data;
- request the erasure of your personal data;
- request restriction on the processing of your personal data; and/or

- withdraw your consent where SGS has obtained your consent to process personal data (without this withdrawal affecting the lawfulness of any processing that took place prior to the withdrawal).

The Company will honor such requests, withdrawal or objection as required under applicable data protection rules but these rights are not absolute: they do not always apply and exemptions may be engaged. We will usually, in response to a request, ask you to verify your identity and/or provide information that helps us to better understand your request. If we do not comply with your request, we will explain why.

To exercise the above rights, please send an email to the contact details mentioned in section 1 above.

We strive to maintain a good customer relations and deal with your issues to your satisfaction. If you are not satisfied with Company's answer or processing of your Personal Data, please let us know and we will investigate your concern. Should you still not be satisfied with SGS's response, you have the right to make a complaint to your local data protection authority.

#### 8. HOW DO WE PROTECT PERSONAL DATA

The Company implements appropriate technical and organisational measures to protect personal data against unauthorized, accidental or unlawful destruction, loss, alteration, misuse, disclosure or access and against all other unlawful forms of processing. These security measures have been implemented taking into account state of the art technology, proportionate cost of implementation, the risks presented by the processing and the nature of the personal data, with particular care for sensitive data. In particular, the Company is committed to raising awareness, confidentiality undertakings and training to ensure that Data is not shared or disclosed to unauthorised persons.

#### 10. UPDATES TO THIS NOTICE

This notice was last updated in September 2018. It may be subject to amendments. Any future changes or additions to the processing of personal data as described in this notice that may affect you will be communicated to you through the normal appropriate channels.