



AVIPRO CO LTD  
**CANDIDATE PRIVACY NOTICE**



<b>Version</b>	1
<b>Issue date</b>	19.12.2022
<b>Date of next review</b>	19.12.2023
<b>Responsible Committee / Officer</b>	Oliver Mohabeer (Head of Quality)

## Contents

1	Introduction.....	3
2	Consent.....	3
3	Collecting Personal Data.....	3
4	Special Categories of Personal Data.....	3
5	Voluntary Disclosure.....	3
6	Using Personal Data.....	4
7	Data Recipients and Sharing with Third Parties.....	4
8	Security and Confidentiality.....	4
9	Retention and Access.....	4
10	Your Responsibilities.....	4
11	Cross Border Transfer.....	5
12	Psychometric Tests.....	5
13	Dispute Resolution.....	5
14	General.....	6



## **1 Introduction**

This notice lets you know how we, Avipro Co Ltd (hereafter “Avipro”), collect and use your personal data in connection with our recruiting efforts. This notice describes the broadest potential use of personal data; we may make less use of your personal data than is described here.

## **2 Consent**

Your provision of personal data in connection with the recruiting or job application process confirms your consent for Avipro to collect that data and to use, transfer, retain and share it with third parties as specified in this notice.

Please note that you can withdraw your consent to any processing activities of your personal data, as detailed in this notice, any time by contacting the HR Manager, Didier L’Acariate at [dlacariate.avipro@eclosia.com](mailto:dlacariate.avipro@eclosia.com).

## **3 Collecting Personal Data.**

You may provide personal data to us. We ask for certain data, including your CV, resume, educational and employment background, contact data and preferences, job qualifications, and jobs for which you would like to submit an application. You also may choose to provide us with additional data, such as employment references and related data; and compensation requests. In addition, we may collect data from third parties, for example, in connection with a background or employment check and/or an employment reference.

## **4 Special Categories of Personal Data.**

We may request or require special categories of personal data such as your Certificate of Character, Medical Certificate or Food Handlers’ Certificate in connection with recruiting, depending on which job position you are hired. The special category of personal data we collect also includes results of Personal Profile Analysis assessments. You may be asked to perform a Personal Profile Analysis test if you are shortlisted for a job as explained in Section 12 of this Notice. If you have a disability and would like us to consider any accommodation, you may provide that data during the recruiting process.

To the extent data you provide contains details of your racial or ethnic origin; political opinions or beliefs; religious beliefs; membership in a trade union or political party; physical or mental health or condition; sexual orientation; commission or alleged commission of an offense or related proceedings; job evaluations or educational records, you expressly authorize Avipro to handle such details as specified in this notice.

## **5 Voluntary Disclosure.**

Your provision of personal data in connection with recruiting is voluntary, and you determine the extent of data you provide to us; please note that if you decide not to provide data, it may affect our ability to consider you for employment.



## **6 Using Personal Data.**

The data may be used to communicate with you, to manage our recruiting and hiring processes, and for compliance with corporate governance and legal and regulatory requirements. If you are hired, the data may be used in connection with employment, performance management and corporate management.

## **7 Data Recipients and Sharing with Third Parties.**

We may share your personal data internally and with service providers and other third parties as necessary in connection with recruiting, employment, sharing of your name and corporate email address on Active Directory, fringe benefits to be provided if you are hired, corporate governance, acquisitions and legal or regulatory requirements, to respond to requests from public and government authorities, including public and government authorities outside your country of residence, for national security and/or law enforcement purposes. For more details, please contact the HR Manager.

We require our service providers and such other third parties to keep your personal data confidential and that they only use the personal data in furtherance of the specific purpose for which it was disclosed.

## **8 Security and Confidentiality.**

Except as otherwise stated in this notice or as required for legal or regulatory purposes, we treat your personal data as confidential and will not disclose it to third parties without your consent. We maintain and require our services providers to maintain, reasonable administrative, physical, and technical controls designed to protect the confidentiality and security of your personal data. Our employees who may have access to your personal data are required to keep that data confidential. We may employ security procedures at our facilities and on our computer systems to monitor and maintain security, including the use of CCTV. Any monitoring of our facilities, systems or assets is performed in accordance with applicable law.

## **9 Retention and Access.**

We may retain your data to consider you for other job opportunities. To the extent permitted or required by law, we may delete data at any time; accordingly, you should retain your own copy of any data you submit to us. If you are hired, you may access and correct personal data you have submitted online via Sicorax Employee Self Service (SESS). You may submit other requests by contacting the HR Manager.

## **10 Your Responsibilities.**

You are responsible for the data you provide or make available to us, and you must ensure it is honest, truthful, accurate and not misleading in any way. You must ensure that the data provided does not contain material that is obscene, defamatory, or infringing on any rights of any third party; does not contain malicious code; and is not otherwise legally actionable. Further, if you provide any data concerning any other person, such as individuals you provide as references, you are responsible for providing any notices and obtaining any consents necessary for us to collect and use that data as described in this notice.

## 11 Cross Border Transfer.

We have developed global data security practices designed to ensure that your personal data is appropriately protected. Your personal data may be transferred, accessed and stored globally as necessary for the uses and disclosures stated above in accordance with this notice.

Where such cross-border recipients, including our affiliates and other third parties, are found abroad, we have entered into and executed an agreement for the international transfer of personal data (hereafter "Cross-border Agreement") with them which allows for the processing of your personal data and which also incorporates the European Union Model Clauses requirements for transfers of your personal data.

## 12 Personal Profile Analysis Test

We may ask certain shortlisted candidates to take part in Personal Profile Analysis test offered by Thomas International, a leading global provider of people assessment tools which results help its client organisations recruit and develop people. This process will be done through Newskills Ltd, a company in Eclasia Group which provides for such evaluation tools in partnership with Thomas International.

You will be given a website link and will be asked to answer to a number of questions online for the test. Thomas International will then process your answers and send Newskills Ltd a Personal Profile Analysis test report. This report will then be sent to us. In the event that Newskills Ltd is unable to provide such services as described in this section, the said services will be provided by Eclasia Corporate Services Ltd. Consent will be required from you prior to any Personal Profile Analysis assessment taking place.

We will store tests results for the duration of their validity, that is 3 years after which the reports will be securely and permanently deleted. If you wish that the assessment report be deleted prior to the retention period, you may submit a request to our HR Manager. You may likewise submit a request if you want to obtain a copy of your assessment report, once the testing process has been completed.

For more information, please contact our HR Manager, or visit the Website of Thomas International at: <https://www.thomasinternational.net/en-za/assessments/assessments-by-type/psychometric/>

The Privacy Notice of Thomas International can be found at: <https://www.thomasinternational.net/en-za/privacy-cookies/>

## 13 Dispute Resolution.

If you have any complaints regarding our compliance with this notice, you should first contact us. We will investigate and attempt to resolve complaints and disputes regarding use and disclosure of your personal data in accordance with this notice.



#### 14 General.

We may update this notice from time to time. In the event we make material changes that reduces your rights or our obligations under this notice, we will post a prominent notice in this section notifying users when it is updated. If you have any questions or concerns about this notice or its application, or if you believe your personal data has been used in a way that is not consistent with this notice or your specified preferences, please contact: [DPC.avipro@eclosia.com](mailto:DPC.avipro@eclosia.com)