

## HRExec Recruitment Specialists

### PRIVACY & DATA PROTECTION NOTICE

#### ***Who are we, and what is this document for?***

*This Privacy & Data Protection Notice explains how HRExec Recruitment Specialists, a division of ASM Global Logistics Limited, with registered address at Suite G1, Ground Floor, 57 Ebene Mews, Rue du Savoir, Cybercity, Ebene 72201, Mauritius ("HRExec", "we", "us") collects, uses, stores, shares, and protects personal information.*

*This Notice applies to all individuals and entities who interact with HRExec in any way, including candidates, clients, customers, website visitors, and any other parties engaging with HRExec (collectively, "you").*

*This Notice should be read together with HRExec's Standard Terms and Conditions (STCs), which govern the provision of HRExec's Services. Where permitted by law, this Notice forms part of those STCs.*

#### **Controller and Contact Details**

HR Exec is the data controller for purposes of the General Data Protection Regulation (EU) 2016/679 ("GDPR"), as amended, and the responsible party for purposes of the Protection of Personal Information Act 4 of 2013 (South Africa) ("POPIA").

HR Exec is responsible for determining how and why your personal information is processed and for ensuring compliance with applicable data protection laws.

HR Exec has appointed a Data Manager to oversee data protection compliance outside of South Africa, who may be contacted at [datamanager@hrexec.net](mailto:datamanager@hrexec.net).

For South African data protection matters, HR Exec has appointed an Information Officer, who may be contacted at [informationofficer@hrexec.net](mailto:informationofficer@hrexec.net).

#### **Scope of Application**

This Policy applies to all personal information processed by HR Exec in connection with the Services and Recruitment Services, including information collected through our website, electronic communications, meetings, interviews, assessments, and any other engagement with HR Exec.

By engaging with HR Exec or using the Services, you acknowledge that you have read and understood this Policy.

#### **Personal Information We Collect**

HR Exec may collect personal information directly from you, from third parties acting on your behalf, or from publicly available sources, where lawful to do so.

The types of personal information we process may include identifying information, contact details, employment and career-related information, qualifications, remuneration details, immigration and right-to-work information, reference information, and any other information reasonably required for the provision of Services or Recruitment Services.

Where required for legal or regulatory purposes, HR Exec may also process limited financial, verification or background-check information.

#### **Purpose and Legal Basis for Processing**

HR Exec processes personal information for purposes which include, without limitation, providing Services and Recruitment Services, assessing and introducing candidates, managing client relationships, complying with legal and regulatory obligations, invoicing and payment, safeguarding business operations, and protecting legitimate business interests.

Processing is undertaken on one or more lawful bases, including performance of a contract, compliance with legal obligations, legitimate interests pursued by HR Exec or its clients, and, where required, your consent.

**Confidentiality and Use Limitation**

All personal information relating to candidates, clients or other third parties is treated as confidential and is used solely for the purposes set out in this Policy and the STCs. HR Exec will not sell personal information or use it for unrelated purposes without a lawful basis.

**Sharing and Disclosure of Personal Information**

HR Exec may share personal information with clients, associated entities, service providers, professional advisers, regulators or authorities, where necessary for the provision of Services or Recruitment Services, or where required by law. Any third party receiving personal information is required to process such information securely and in accordance with applicable data protection laws.

**Cross-Border Transfers**

Given the international nature of recruitment services, personal information may be transferred to and processed in jurisdictions outside your country of residence. Where such transfers occur, HR Exec ensures that appropriate legal safeguards are in place to protect personal information in accordance with GDPR, POPIA and other applicable laws.

**Data Security**

HR Exec implements appropriate technical and organisational measures to protect personal information against loss, misuse, unauthorised access, disclosure, alteration or destruction. Access to personal information is restricted to those individuals who require access for legitimate business purposes and who are subject to confidentiality obligations.

**Data Retention**

HR Exec retains personal information only for as long as necessary to fulfil the purposes for which it was collected, including compliance with legal, regulatory, accounting or reporting requirements. Once personal information is no longer required, it will be securely deleted or anonymised in accordance with applicable laws.

**Your Rights**

Subject to applicable law, you have the right to request access to, correction of, or deletion of your personal information, to object to or restrict processing, and to request data portability. Requests may be directed to the Data Manager or Information Officer using the contact details set out above.

**Cookies and Website Use**

HR Exec's website may use cookies or similar technologies to improve functionality and user experience. You may configure your browser to refuse cookies, however, this may affect website functionality.

**Third-Party Websites**

HR Exec's website may contain links to third-party websites. HR Exec is not responsible for the privacy practices of such third parties, and you are encouraged to review their privacy policies.

**Updates to this Policy**

HR Exec may amend this Policy from time to time. The version published on our website at the time you engage with HR Exec shall apply. Continued engagement with HR Exec after an update constitutes acceptance of the revised Policy.