

Privacy Policy

Why this policy exists

Conova (Pty) Ltd are committed to protecting the privacy and security of candidates' personal data. This privacy policy describes how we collect and use personal data about you during and after the recruitment process in accordance with the General Data Protection Regulation ((EU) 2016/679) (GDPR).

This Privacy Policy ensures Conova (Pty) Ltd to:

- Comply with relevant data protection legislation and all other applicable laws;
- Be open and transparent about how we use your personal data;
- Only collect personal data that may be required as part of the recruitment process;
- Make sure you can access and exercise your other rights under relevant data protection legislation;
- Protect your personal data and keep it secure;
- Train our staff on the importance of privacy and making them aware of the correct processes to follow in relation to privacy and the handling of personal data.

The following data protection information will inform you about the nature and scope of the processing of your personal data:

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- Relevant to the purposes we have told you about and limited only to those purposes;
- Accurate and kept up to date;
- Maintained only for as long as necessary for the purposes we have told you about, i.e. in relation to the recruitment exercise;
- Kept securely and protected against unauthorized or unlawful processing and against loss or destruction using appropriate technical and organizational measures.

What personal data we collect

We will only collect personal data from you which we need to fulfil the requirements of the recruitment process or an employment, contractual or service relationship which may exist between you and Conova (Pty) Ltd

The categories of personal data we may collect and hold about you may include but not limited to the below:

- Personal contact details such as name, title, addresses, telephone numbers, or personal email addresses;
- Personal details such as date of birth, gender, marital status, or nationality;
- CV's or cover letters or any other supplementary document included as part of the application process where requested or not;
- Information about your right to work in different countries: e.g. UK, Germany, South Africa;
- Information regarding your work history, qualifications, professional memberships, education, experience, or employment references;
- Photographs if included on CVs or otherwise on supplementary document submitted as part of the recruitment process;
- The results of any personality profiling assessment or professional experience assessment that we may carry out as part of the recruitment process;
- Any personal data provided to us about you by your referees [if applicable].

We may also collect, store and use the following special categories of more sensitive personal data, which could include:

- Information about whether or not you have a disability for which we need to make reasonable adjustments as part of the recruitment process;
- Information about criminal convictions and offences (where the nature of the job requires this).

How we obtain your personal data

We may collect this information in a variety of ways:

- Directly from you when: you interview with us, email us, call us, or when you apply for a position (whether via our website, via third parties such as job boards, social media sites, or otherwise) in connection with a background or employment check or an employment reference (subject to your consent where required by law).
- Third parties, such as references supplied by former employers or agencies and information from criminal records checks permitted by law.
- Social media platforms (such as Facebook, Twitter, LinkedIn), company websites, and other publicly available sources, from a recruiting or other web site where you may have provided information about your work experience or interests.

Where we store personal data

Your personal data will be stored in a range of different places, including recruitment files, servers, Recruitment system and other IT systems such as electronic e-mail.

How we will use data about you

We will use the personal data we collect about you to:

- Assess your skills, qualifications, and suitability for the role;
- Carry out background and reference checks, where applicable;
- Communicate with you regarding the recruitment process;
- Keep records related to our hiring processes;
- Comply with legal or regulatory requirements.

If you fail to provide personal data when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we may not be able to process your application further. For example, if we require references for an advertised vacancy and you fail to provide us with relevant details, we will not be able to take your application further.

How we process and protect personal data

We process the personal data we collect, also by automated means, for the purposes defined above and for a specific period of time, which complies with our internal retention policy, in order to ensure that the personal data are not kept longer than necessary.

We maintain administrative, technical and physical safeguards designed to protect the integrity, confidentiality, security and availability of the personal data you provide against accidental, unlawful or unauthorized destruction, loss, alteration, access, disclosure or use.

How long we store personal data we collect

We store in our systems the personal data we collect in a way that allows the identification of the data subjects for no longer than the period necessary to fulfill the purposes set out in this Privacy Policy, based on customary human resource practices and in accordance with applicable legal and regulatory requirements.

Your rights

You have certain legal rights with respect to the personal information that you provide and/or which we obtain about you depending on the country where you reside.

Where applicable, your rights include, among others:

- Be informed regarding what data is being held, and why
- Any time access to the personal data we hold about you
- To be able to rectify errors in the data
- To request the erasure of the data being held

Updates to our Privacy Policy

Conova (Pty) Ltd reserves the right to review, revise, amend or replace the contents of this Privacy Policy at any time in case of any legal requirements relating to personal data protection come into force.

How to contact us

If you have any questions, complaints, objections, requests to restrict processing of your personal data, or if you would like to exercise your rights as an affected person and withdraw consent to the processing of your personal data, send your request in writing to: georgina@conova.co.za