

## **Candidate Privacy Notice**

We are committed to protecting the personal information of all Job Applicants. You must read this Notice before commencing the candidate journey. This Candidate Privacy Notice tells you what you can expect us to do with your personal information.

This Candidate Privacy Notice should be read together with BinDawood Holding [Privacy Policy](#).

We have two legal documents that set out our key terms:

- a) This Candidate Privacy Notice;
- b) BinDawood Holding [Privacy Policy](#), which sets out the general terms on which BinDawood Holding processes any personal information; and

### **1. Definitions**

In this Candidate Privacy Notice, the following definitions have set meanings:

- a) "Job Applicant" or "You" means individuals who apply for, or are in the process of being considered for, employment with BinDawood Holding.
- b) "BinDawood Holding" or "We" or "Us" means BinDawood Holding Company (Complete postal address: BinDawood Holding Company, Madinah Road, P.O. Box 51190, Jeddah-21543, Kingdom of Saudi Arabia.

### **2. What personal information do we collect?**

All Job Applicants acknowledge and agree that, in participation of the candidate journey for employment at BinDawood Holding, we may process the following personal information in order to consider you for employment with BinDawood Holding.

- Contact details: things like your name, phone number and e-mail address
- Profile details: things like your date of birth, sex/gender, and nationality.
- Recruitment information: things like education, qualifications, and your professional background.
- Career and job performance information: things like job level/position, and details of skills and experience from the referrals provided.
- Public-Facing Information: things like publicly available social media profiles.
- Communication and correspondence records: such as when we contact you with relevant updates about your application or invite you to interview.
- Background check information: information about judicial disputes and criminal records. (Note: we will seek separate authorization from you for this processing activity)

### 3. When is personal information collected?

Personal information is collected when it is:

- a) Submitted by you during the candidate journey; and
- b) Passed to or collected by BinDawood Holding, such as through links to other websites operated by third parties, or from the referrals you provided.

### 4. Why do we need your personal information?

BinDawood Holding will process your personal information to administer the candidate journey. Within this purpose includes reasons related to:

**Recruitment:** BinDawood Holding will process this personal information to administer the candidate journey such as to evaluate your application for employment with BinDawood Holding, communicate with you about your application, conduct any necessary or appropriate background checks, comply with our diversity policy, and manage any aspects of your prospective employment relationship.

**Compliance with legal obligations:** To comply with our legal, regulatory, administrative or human resources obligations associated with the candidate journey.

**Validation of submitted information:** To verify personal information, for example by contacting your references.

### 5. Who do we share your personal information with?

a) BinDawood Holding may share your personal information to administer the candidate journey, for example to arrange travel or facilitate onboarding into BinDawood Holding. We use data processors who are third parties who provide elements of services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. We share personal information in compliance with applicable laws and regulations. If we share your information with other organizations, we make sure any recipient organization has appropriate data protection safeguards and measures in place.

b) In some circumstances we are legally obliged to share information. For example, under a court order or where we cooperate with regulators or supervisory authorities in handling complaints or investigations. In any scenario, we'll satisfy ourselves that we have a lawful basis on which to share the information and document our decision making.

### 6. How long to we keep your personal information for?

Your personal data is only stored for as long as it is necessary to fulfil the purposes for which it was collected, according to defined retention periods, and for satisfying any legal, regulatory, accounting or reporting requirements.

If, however, you are successful in your application, your personal information will be retained for the purposes of creating an employee record.

If you are unsuccessful with the application we may retain your details to assess your suitability for potential employment opportunities with BinDawood Holding in the future. If you would prefer that we do not retain your information, and you wish to end the candidate journey, you may opt-out using the contact details provided below.

## 7. Miscellaneous

- a) For any issues not addressed in this Candidate Privacy Notice (for example, how we protect your information, and your data subject rights) and for further information, please refer to the BinDawood Holding Privacy Policy which applies to you.
- b) We encourage you to retain a copy of this Candidate Privacy Notice for your records.
- c) You may contact us at: [careers@bindawoodholding.com](mailto:careers@bindawoodholding.com)