	<b>Appendix 2</b> <b>Candidate Data Protection Notice</b>	<b>Doc. No.</b> <b>G AA 112 05</b> <b>Appendix 2</b> <b>Rev. 01</b>
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## **Data Privacy Notice**

### **Job applicants**

#### **General**

As part of any recruitment process, Hitachi Zosen Inova (“HZI”) processes personal and special category data (together “your data”) relating to job applicants. Processing includes to access, read, collect, record, organize, store, modify, retrieve, analyze, transmit, disseminate, delete or destroy your data.

HZI is committed to being transparent about how it processes your data and to meeting its data protection obligations under the relevant data protection laws, in particular the EU General Data Protection Regulation 2016 (“GDPR”).

There is no legal or contractual obligation for you to share any of your data, however, if you do not share data that is required for HZI to conduct the recruitment process with you, HZI may not be able to consider you as an applicant.

#### **How to contact HZI about your data**

If you have any requests about your data or queries with regard to how we handle your data you can contact the HR Department at

Human Resources Data Protection Administrator  
127, Hardturmstrasse  
8005 Zurich, Switzerland  
Email [hr@hz-inova.com](mailto:hr@hz-inova.com)


#### **What information does HZI process?**

The organisation processes a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the country where you applied;
- information about your ethnic origin, and health,
- Where permitted CCTV footage on HZI premises

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

HZI may also collect your data from third parties, such as references supplied by former employers, recruitment agencies etc. HZI will seek information from third parties only to the extent this is required for the recruitment process.

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### **What is the purpose and the legal basis for processing your data?**

HZI needs to process your data in order to contact you and carry out all relevant steps of the recruitment process. It also needs to process your data to enter into an employment contract with you.

In some cases, HZI will need to process your data to ensure that it is complying with its legal obligations. For example, it may be required to check a successful applicant's eligibility to work in the country where the position is located before employment starts.

When processing your data HZI is therefore relying on one or several of the following legal grounds defined in the GDPR: Article 6 (1)(b) (performance of a contract or steps prior to entering into a contract), Article 6 (1)(f) (legitimate interest), Article 6 (1)(c) (complying with legal obligations), Article 6 (1)(a) consent where required. Where other data protection laws exist other than GDPR we process in line with local country regulations on data protection.

Processing your data allows HZI to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. HZI may also need to process your data to respond to and defend against legal claims.

Where HZI relies on legitimate interests as a reason for processing your data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Where HZI relies on a consent given by you, you may revoke this consent at any time for future processing of your data by HZI.

HZI may process certain health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

HZI will not use your data for any purpose other than the recruitment exercise for which you have applied.


### **Who has access to data?**

Your data will be shared internally for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the recruitment process.

HZI may share your data with other HZI affiliates to the extent this is required for the recruitment process and lawful under the GDPR and other applicable data protection laws.

HZI may share your data with third parties, such as internet providers, recruitment agencies, service providers for recruitment applications, former employers to obtain references for you etc. HZI will not share your data with third parties, unless this is required for the recruitment process and/or in order to offer you employment.

HZI will not transfer your data outside the European Economic Area (EEA) unless the position you applied for is located outside the EEA or a transfer is otherwise necessary. In case your data is transferred outside the EEA, HZI will ensure that such transfer will comply with the requirements of the GDPR and other applicable data protection laws. Where the country of transfer does not have an adequate level of protection for personal data, HZI will ensure legal compliance by using the appropriate means foreseen in the GDPR.

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### **How does HZI protect your data?**

HZI protects your data by taking appropriate technical and organisational security measures to prevent unauthorised access, improper use, alteration, disclosure, destruction and accidental loss.

### **Where and for how long does HZI keep your data?**

Your data may be stored in a variety of locations including electronically on secure servers and in hard copy form in access-restricted locations such as locked filing cabinets or drawers.

If you are offered and you accept a job with HZI, your data will be transferred to a manual and/or an electric personnel file and retained during your employment. The periods for which your data will be held in such case will be provided to you in a separate privacy notice.

If your application for employment is unsuccessful, HZI will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed. HZI may ask for your consent to keep your data as part of a talent pool in order to consider your application for other roles that might be of interest to you.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require HZI to change incorrect or incomplete data;
- require HZI to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where HZI is relying on its legitimate interests as the legal ground for processing; and
- ask HZI to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the HR Department as above.

If you believe that HZI has not complied with your data protection rights, you can complain to the local data protection authority who will consider the matter for you.

### **Withdrawal of your consent**

If the processing of your data by HZI is based on your consent, you may withdraw your consent at any time by contacting the Department as above contact in this notice. If you withdraw your consent, your data will no longer be processed by HZI unless there is another lawful basis to do so. If you withdraw your consent during the recruitment process, HZI may not be able to continue the recruitment process with you.

### **Automated decision-making**

The HZI Recruitment processes are not based on automated decision-making.