

# Information notice for job applicants – New Zealand

Dedalus Healthcare New Zealand Limited (“Dedalus Group Company”) attaches a great deal of importance to and intends to pay particular attention to protecting your personal information and respecting your privacy.

The aim of this privacy policy (the “**Policy**”) is therefore to inform you of how your personal information is collected, used, stored or disclosed (processed) when you submit your application for a position within Dedalus (paid employment, internship, etc.).

In this regard, please note that Dedalus is deemed to act as the responsible agency “controller” of your personal information (hereinafter referred to as “**we**”, “**us**” and “**our**”). Please refer to Section 7 (“*How can you contact us?*”) below to access the contact details.

## 1

### WHAT PERSONAL INFORMATION DO WE COLLECT?

We collect the following categories of personal information about you:

- Identification data (e.g., surname, first name, date of birth, etc.).
- Professional and educational data (e.g., resume, identity of your current employer (if applicable)).
- Evaluation data regarding your professional skills, including the results of practical tests performed during the recruitment process
- Personal information (i.e., data relating to your personal life, as it appears on your resume or that you voluntarily convey in your exchanges with us, such as your hobbies or your marital status).
- Economic data (e.g., your current salary and salary expectations, etc.).
- Health-related data (e.g., information regarding disability) and other special categories of data (e.g., racial, or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership) if applicable pursuant to local legislation.
- Data related to criminal convictions and offences, if authorized by local laws.

The provision of your personal information is voluntary, but in most cases, we will be unable to process your application properly without it. For example, if you refuse to provide us with reasonably required information regarding your educational and professional background, we will be unable to determine whether your profile meets the needs of the position and will have to reject your application.

In any case, we will inform you when it is mandatory to provide your personal information.

Additionally, if you provide us with personal information belonging to third parties (e.g., contact details for people with whom we can verify your references), you undertake to ensure that such persons have been duly informed of the processing of their personal information in accordance with this policy and, if required, have consented to the processing of their personal information.

The personal information may be collected directly from you or can be provided by third parties (such as, previous employers to verify your references) and/or publicly accessible sources.

## 2 WHY DO WE USE YOUR PERSONAL INFORMATION?

The table below outlines the purposes that we process your personal information for and, for each purpose, the legal basis for the processing operation in question:

PURPOSES	LEGAL BASIS
Processing of your application to: (i) determine the suitability of your profile for the position in question; and (ii) (ii) make you an offer if we believe that your profile matches the position that you have applied for.	The legal basis of the processing is the performance of the necessary steps to enter a potential employment contract with you.  If special categories of data (such as, data relating to your health, your membership of a trade union and/or your political opinions, racial and/or ethnical origins, philosophical and/or religious beliefs, etc.) is processed in this context, the legal basis for such processing is the necessity to comply with relevant laws.
Site access and security management, including video surveillance if you are interviewing on our premises	Our legitimate interest is to protect people, premises, and property.
Compliance with the applicable legal framework	Need to comply with a legal obligation that we are subject to.
Management and follow-up of potential disputes	Our legitimate interest is to defend our interests, including through legal action.

In any case, please note that we will not process your personal information for any other purpose that is incompatible with the above-mentioned purposes.

## 3 WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

In the context of our processing operations, we may communicate your personal information to the following recipients:

- to our service providers, suppliers, agents, and contractors, to the extent that they assist us in carrying out the purposes set out in this policy (e.g., we use IT service providers to host your personal information on our behalf).
- to other entities of the Dedalus Group.
- to competent courts, public authorities, government agencies and law enforcement agencies (including where we are required to comply with legal or regulatory requests).

Regardless of the recipient, we will only disclose your personal information to them on a strictly need-to-know basis and only to the extent required to fulfill the purposes identified in this policy.

We do not sell your personal information.

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#### DO WE TRANSFER PERSONAL INFORMATION OUTSIDE NEW ZEALAND?

In connection with the processing operations described in this policy, we may transfer your personal information outside New Zealand ("NZ"), including to countries that may not be subject to privacy laws that provide the same level of data protection as envisaged under the NZ Privacy Act 2020 (as amended from time to time) (Privacy Act) or the European General Data Protection Regulation ("GDPR").

In this context, we take necessary steps to ensure that your personal information is treated securely and in accordance with this privacy policy as well as applicable data protection laws.

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#### HOW LONG DO WE STORE YOUR PERSONAL INFORMATION FOR?

We store your personal information for no longer than is necessary for the purpose of the processing concerned, or as required by law.

In other words, this means that the storage periods we apply vary depending on the purpose for which we process the data in question, and the retention terms prescribed in applicable laws. The table below therefore indicates, for each purpose, the storage period that will be applied to your personal information:

PURPOSES	STORAGE PERIOD
Processing of your application to: (i) determine the suitability of your profile for the position in question; and (ii) make you an offer if we believe that your profile matches the position that you have applied for.	If the application is unsuccessful, the data will be kept until the end of the recruitment process or, at the latest, for 6 months after the end of the process concerned.
Compliance with the applicable legal framework	For the duration of the limitation period of the obligations that we are subject to
Management and follow-up of potential disputes	For the duration of the dispute and until all potential remedies have been exhausted, or as required by the relevant statute if limitations,

We have also defined an archiving policy. This ensures that your personal information is not stored in the active database unnecessarily.

In any case, once the applicable storage period has elapsed, we will irrevocably erase or anonymize your personal information so that you can no longer be identified.

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## WHAT RIGHTS DO YOU HAVE?

In accordance with the applicable data protection legal framework, particularly the New Zealand Privacy Act 2020 you have:


- Right of access -You may access your personal information and you have the right to obtain confirmation as to whether your personal information is being processed.
- Right of correction- You have the right to request the correction of personal information held by Dedalus, if you believe that it is incorrect, at any time. It is your responsibility to ensure the information we hold about you is accurate.

To exercise your rights or to make any questions and concerns about privacy, please contact the NZ Privacy Officer or Group DPO using the contact details provided in Section 7 (How can you contact us?). To process your request as efficiently as possible, we may ask you for certain additional information to confirm your identity and/or assist in locating the personal information that forms the subject matter of your request.

For more information on your privacy rights including any complaints around how we handle your personal information visit the Office of the Privacy Commissioner's website at [www.privacy.org.nz](http://www.privacy.org.nz).

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## HOW CAN YOU CONTACT US?

If you have any questions or requests regarding our processing operations with your personal information under this policy, including exercising your rights, as outlined above, you may contact us on the following address:  [shajeera.begum@dedalus.com](mailto:shajeera.begum@dedalus.com)

If you wish to contact us for any matter in relation to your personal information, you can contact the Privacy Officer for New Zealand or our Group data protection officer ("**DPO**"), by sending an e-mail at the following address:

[dpo.group@dedalus.eu](mailto:dpo.group@dedalus.eu)

As this information notice is updated or modified, the current version will be posted on our website clearly setting out the revision date

**Current version:** [Dedalus – job applicant privacy policy – v. 2]

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