



DATA PROTECTION NOTICE FOR JOB APPLICANTS (KENYA)

1. General Information

a) Information on Data Protection

The protection of your personal rights when processing your personal data is an important concern for Everllence.

We process personal data acquired in the course of visits to our career website in accordance with the statutory regulations of the country in which the Data Controller is domiciled. In addition, all companies of the Everllence Group have committed to the comprehensive and uniform protection of personal data in a binding Group Policy. This guarantees that the level of protection provided within the Everllence Group worldwide is comparable to the European Union standards.

b) Data Controller and Contact

The Data Controller for your data within the meaning of data protection law is:

Everllence Kenya Limited

5th Floor, West Park Suites

04 Ojjo Road, Parklands

P.O. Box 8338-00200 Nairobi, Kenya

For general questions regarding data protection or to exercise your rights, please contact:

Group Data Protection

dataprotection@everllence.com

2. Collection and Processing of Personal Data

a) Data Sources and Personal Data that We Collect

Your personal data is generally collected directly from you as part of the recruitment process (application forms, CVs, interviews). In addition Everllence may receive data from third parties such as recruitment agencies, references supplied by former employers or social platforms such as LinkedIn.

We may process the following categories of personal data:

- Contact data (name, surname, email address, phone number, address)
- CV (details of your qualifications, skills, experience and employment history)
- Nationality and entitlement to work in the country you're applying to
- If applicable, candidate picture
- If applicable, driving license information
- If applicable and where permitted by law, information regarding character or behavior (personality test)
- If applicable and where permitted by law, equal opportunities monitoring information
- If applicable and where permitted by law, information from criminal record checks

If we make a final offer, we may also process the following:

- Bank account and taxation information
- Emergency contact details
- If applicable and where permitted by law, health information (medical examination)
- Background check reports



b) Purpose and Lawful Basis for Processing

The purpose for processing your data by Everllence is to assess your suitability for a role you have applied for and to help us develop and improve our recruitment process. We will use your application data exclusively for the selection process for the job position you have applied to or other job opportunities if you have specifically consented to it.

The lawful basis for the processing is to perform a contract or to take steps at your request, before entering a contract. In some cases the Data Controller may also rely on your consent for specific processes during the recruitment process.

c) Pre-Employment Screening for all new hires

Everllence performs background checks as part of the recruitment process in order to satisfy the highest possible compliance and integrity standards in its business activities. Everllence must ensure that potential personnel perform their tasks in accordance with high ethical standards and warrant to observe the company's corporate principles in order to minimize legal risks and prevent damage to the company's reputation.

Processing your personal data is necessary for the purpose of establishing an employment relationship with you. Everllence has a legitimate interest to hire candidates who have integrity and act on the basis of valid law. This is ensured by validating the information that you provide to us before you're offered a contract of employment.

Pre-employment screening involves verifying your personal details (surname, forename, date of birth, address), presenting your original identity card or a comparable document proving your identity, and submitting your original certificates (certificate relating to the highest level of education or, exceptionally, an officially certified copy in paper form).

It is also verified whether you have already worked for Everllence and - limited to this case and in compliance with data protection regulations - whether you seriously committed any infringements of legal and official regulations or Group regulations during the period of employment. For this purpose, personal data are retrieved in the existing personnel file for the last three years, in the whistleblower system (restricted to Everllence) and in the security database of Group Security.

A comparison is also made with a publicly accessible financial sanctions list according to the valid EU Resolution No. 881/2002. In addition, a matching with the SAM database is carried out in order to identify any involvement in so called reportable facts. The SAM database of the US authorities contains the name of persons who are only permitted to work Everllence as employees under certain criteria.

Pre-employment screening for all new hires is carried out by each responsible HR Department and also, if necessary, by Group Security. Only a restricted group of persons internally is authorized to access your data and ensures compliance with the undermentioned erasure period.

In the event of unusual findings during the background check, the results are discussed in a committee whose members includes a representative from HR Compliance, the manager in the responsible HR Department, the manager in the recruiting department and the Works Council (if applicable). The results of the discussion are documented and entered in the personnel file.

In the case of new hires, all information collected relating to the background check is included in the personnel file where it will be kept according to the retention periods for relevant personnel records and data. Data won't be processed for any other purpose.

All the information collected relating to the background check will be erased for all non-successful external candidates after six months.

Data must be provided to conclude a contract.



d) Sharing and Transferring of personal data

We may share your personal data with specific categories of recipients where necessary for legitimate business, legal, or contractual purposes. These recipients may include:

- **Affiliated or group companies** that support our internal administrative, HR, or operational functions.
- **External service providers**, such as payroll processors, IT support providers, benefits administrators, and other vendors who process data on our behalf.
- **An external background-check agent**, engaged to verify employment history, qualifications, references, or other information relevant to recruitment or employment.
- **Professional advisers**, including auditors, legal counsel, or consultants who assist us in fulfilling our obligations.
- **Regulatory authorities or government bodies**, where disclosure is required by law or necessary to protect our legal rights.

Any transfer of personal data will only occur where an adequate level of data protection has been confirmed, and appropriate safeguards are in place to ensure your information remains protected in accordance with applicable data-protection laws.

e) Candidate search

As part of our search for suitable candidates, we may research professional platforms and use the personal data published there by potential candidates to check whether the person is a good fit for us and to make contact if necessary. This data is deleted after the end of our selection process, unless an application process follows. The basis for the research is our legitimate interest in filling positions with suitable people. You have the right to object.

f) Storage and deletion of personal data

In case you are not hired your data will be deleted after the application process is closed. In case you are hired, the data of the application will be transferred to your personal file and deleted after the termination of your working contract. All retention periods are subject to the national legislations of the country you are applying in. For more information contact the HR department.

3. Your Rights

In addition to the right to receive information on data relating to you and to have your data amended, you also have the right to have your data deleted and blocked, and the right to object to your data being processed, unless barred by statutory rules. You also have a right to data portability.

If we acquire and process your personal data based on your consent, you have the right to withdraw the consent you gave. Your withdrawal of consent has no effect on the lawfulness of the data processing that took place based on your consent until it was withdrawn.

In order to withdraw your consent or exercise your rights in relation to your data, please contact the Human Resources Contact specified in the job advertisement to which you are responding and/or Data Protection.

Please note that participation in the Everllence application process is not possible without your personal data being processed.

In the event of any complaints, you have the option of contacting a data protection regulator.



4. Reservations

Everlence may update this Data Privacy Notice at any time subject to data protection law. You can find the latest version on our website or by contacting the HR Department of the location you're applying to or Data Protection.

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