

## DATA PROTECTION NOTICE FOR JOB APPLICANTS

### 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 Qatar Navigations WLL and/or Gulf Turbo Services (both companies of Everllence Group).

Everllence Qatar Navigation W.L.L  
Al Rashid St., Zone T-45, Ras Laffan Industrial City  
PO Box 153, Doha, Qatar

Gulf Turbo Services W.L.L  
Gate 67, Street 39, Industrial Area  
PO Box 40818, Doha, Qatar

We process personal data acquired in the course of visits to our Career Portal 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.

#### b) Data Controller and Contact

The Data Controller for your data within the meaning of data protection law is:  
Everllence Qatar Navigation WLL and/or Gulf Turbo Services WLL.

For general questions regarding data protection or to exercise your rights, please contact:  
Group Data Protection [dataprotection@everllence.com](mailto: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 we may receive data from third parties such as recruitment agencies, references supplied by former employers or social platforms such as LinkedIn.

In the following we give you an overview of the categories of personal data we process. Among other, the personal data **highlighted in bold is sensitive personal data** under the Qatari laws and regulations:

- 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 an offer, we may also process the following:

- **Bank account information**
- Emergency contact details
- Onboarding **physical examination report including health information**
- If applicable family details of the candidate including a copy of the **family register including children's information**
- **Copy of ID card, passport information**
- **Police Clearance Certificate (PCC)**

## **b) Purpose and Lawful Basis for Processing**

The purpose for processing your data 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 legal basis for the processing activities are:

- Your consent
- Compliance with legal obligations
- Protecting the vital interests of the data subject
- The of public interest
- The data processing is required to investigate a crime.

## **c) Pre-Employment Screening for all new hires**

We perform background checks as part of the recruitment process in order to satisfy the highest possible compliance and integrity standards in its business activities. We 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. We have 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 Group 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 and in the security database of Group Security.

A comparison is also made with a publicly accessible financial sanctions list. 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 for Everllence Group 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 (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.

## e) 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 we would like to consider your application at a later stage for another position we ask for your consent. 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 Qatar. For more information, please contact the HR department.

## 3. Your Rights

Please note that participation in the application process is not possible without your personal data being processed. Under certain circumstances of the data protection legislation you have the following rights:

- right to protection and lawful processing;
- right to withdraw consent;
- right to object to processing in certain circumstances;
- right to erasure;
- right to request correction;
- right to be notified of the processing;
- right to be notified of inaccurate disclosure;
- right to access their personal data; and
- the right of filing a complaint to the supervisory authority **National Cyber Security Agency (NCSA) - National Governance and Cyber Assurance Affairs** under [privacy@ncsa.gov.qa](mailto:privacy@ncsa.gov.qa)

To exercise your rights, please contact us on [dataprotection@everllence.com](mailto:dataprotection@everllence.com)

## 4. Security

Your data will be protected by us using the appropriate technical and organisational security measures to prevent accidental or deliberate manipulation, loss, destruction or access by unauthorised persons. Our security measures, such as data encryption, are regularly improved in line with technological developments.

## 5. Reservations

We 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 Group Data Protection or the HR Department.