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## RECRUITMENT PRIVACY POLICY – OVIZIO IMAGING SYSTEMS SA

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### **Application:**

This recruitment privacy policy applies to candidates (“you”) who apply for position at Ovizio Imaging Systems SA (“Ovizio”) or one of its affiliates.

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### **Section 1 – Purpose**

This privacy notice explains what we do with your personal data when you apply for a position at Ovizio.

### **Section 2 – Policy items**

#### **Where does Ovizio collect data from?**

This privacy notice applies to the collection, storage and use of personal information collected by Ovizio as a result of you responding to a job posting by us on our web site or social media, or by a recruiter or recruiting agency working on behalf of Ovizio, or from an unsolicited application by you, whether you have sent the information by email or through other means, direct or through a third party.

#### **What information do we collect on candidates and why do we do it?**

Ovizio collects the minimum data it needs to assess you as candidate for the position we are trying to fill. Typically, this is name, current job and title, contact details (home address, telephone, email), CV / resume as well as other details about your skills and experience. Ovizio may also collect from you contact information of referees.

#### **What is our lawful basis for processing your personal data?**

Ovizio considers that it is necessary for its legitimate interests as employer to process your personal data during the recruitment process.

Ovizio thinks you will have an expectation that if you are looking for employment or have sent your CV or other professional information, that you are fine with us collecting and using your personal data.

Where we are required by law to obtain your consent to the processing of your personal data, we will obtain it.

## How do we share your personal information and who do we share it with?

Your personal data provided to us is processed by Ovizio. We will ensure that:

- access to your personal data is restricted to staff who are required to process such data as part of their job.
- only necessary information is released to the relevant employees.

We will disclose information under the following circumstances:

- **Compliance with laws and legal proceedings:** When we respond to court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims.
- **Merger or acquisition:** When we need to transfer information about you if we are acquired by or merged with another company.

## How we safeguard your personal data

Ovizio wants to protect your information. To this end we have put in place appropriate measures that are designed to prevent unauthorized access to and misuse of your personal data. These include measures to deal with any suspected data breach. If you suspect any misuse or loss of or unauthorized access to your personal information, please let us know immediately.

Your information is held on servers hosted by us or by Google Services. The transmission of information via the internet, for instance by email, is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to us; any transmission is at your own risk.

## Data retention

The period for which your personal data is retained in each circumstance is determined by the balanced interests of the company. If personal data needs to be retained to fulfil the documented business interests of the company, and that interest would align with the interests of you, then we will continue to retain for a reasonable period.

However, we do not keep data for any longer than is necessary. For most candidates that are rejected during the recruitment process, we will keep personal data for a maximum of two years from the date of last contact with us in case the position we have filled reopens and we wish to reconsider you as candidate. Unless you have consented in writing (i.e. email) that we may keep your personal data beyond the 2 years.

You also have the right to ask us to delete your data.

For candidates of which we have deleted all personal data we will just keep track of your name for archiving purposes.

We will delete personal data at the end of the legal retention period except where we need to keep any personal information to comply with our contractual (i.e. reporting requirements) or other legal obligations, resolve disputes, or enforce our agreements.