

Job Applicant Privacy Notice

Soteco International respect and process your personal data with due care at all times. When applying for a position with Soteco International, you shall feel confident that your privacy is respected. This Privacy Notice describes how Soteco International process the personal data you submit when applying for a job position and joining our talent community for job opportunities.

Please read this privacy notice carefully to understand how Soteco International process the information you provide. It is your own free choice to accept this privacy notice. If you do not want to accept, Soteco International will not be able to collect and process your application and we cannot take you into consideration for job positions.

Responsibility as Controller

Soteco International website represents two different legal entities respectively situated in Italy and Singapore. The relevant entity that you apply for a job with is the controller for the information we collect and process about you for the purposes detailed below. Personal information will only be collected and processed by Soteco International in accordance with applicable privacy laws.

How we handle the data that is submitted by you

Personal data is shared by you when applying for a job position with Soteco International. Your personal data is handled in accordance with this Privacy Notice.

In the event of your application resulting in an offer and your acceptance of a position at Soteco International, your personal information will be stored and maintained by Soteco International according to internal policies.

In the event of your recruitment process being unsuccessful, your personal information may be stored for future job opportunities with Soteco International.

What information do we collect?

The information about you that we may collect, hold and process is:

- Your name
- Your email address
- Your telephone number
- CV and or work history
- Job preferences including role, geographical areas, and salary
- Any other work-related information you provide, for example, education or training certificates

If relevant, we may also collect, hold and process the following:

- Your citizenship
- Your location
- Passport
- Permits and visas
- Date of birth
- National insurance number
- Full details of job offers, placements and preferences
- Medical information
- References
- A log of our communications with you by email and telephone
- Assessment results

The information will have been provided, or will be provided, by you directly or by a third party who we work with, such as employment agencies.

In the case of references, these will be from your previous employers. Please note, that you are responsible for informing such references that they may be contacted by Soteco International and to obtain acceptance from the reference before providing us with personal information such as name and contact information to such references.

How we use the information

The personal data is collected to facilitate the recruitment process and may be used as follows:

- To evaluate you as a potential candidate for vacant positions you applied to
- To ascertain that you have the right to work in the relevant jurisdiction(s)
- To deal with any medical and health and safety issues relating to certain positions and as permitted by law
- To put in place contractual arrangements and documentation once a role has been secured
- To match your skill sets with listed job vacancies to assist in finding you the positions that most suit you
- To keep you informed of available opportunities as they arise
- Anonymized reporting purposes.

What is the legal basis for the processing of your personal data?

- Legitimate interest – Soteco International has a legitimate interest in processing and storing your personal data for evaluating you as a potential candidate for the position you apply to and to document the recruitment process.
- Consent - we rely on your consent to store your information to contact you regarding relevant positions.
- Contractual obligation – We rely on this legal basis if you are hired. We keep your personal data to be able to enter a contract with you and to document the recruitment process.
- Legal obligation – We rely on this legal basis if we need information and documentation to establish your right to work is processed by us as we are legally obligated to do so.
- Legal obligation or consent for medical purpose - In respect of medical information, our basis for processing this category of personal data will depend on the circumstances but will usually be for one of the following reasons: Soteco International having a legal obligation or Consent from you.

Once a position is assigned to you, we will process your personal data, for the purpose of you entering a contract. When the contract is entered, your personal data will be processed in accordance with the internal Data Privacy Policy for employees at Soteco International. The policy will be a part of the employment contract or onboarding material.

Disclosure of your information

Access to your information is limited to Soteco International employees involved in the recruitment process. Depending on the circumstances of the case, authorized third parties such as agencies assisting Soteco International in the recruitment process may also be provided access to your information. Data Processing Agreements and Non-Disclosure Agreements are established where relevant as well as access restrictions. Third parties entrusted with such personal data may only use it for the assigned purpose.

How we protect your data

We implement and maintain appropriate technical and organizational security measures designed to protect your personal data against accidental, unlawful, or unauthorized destruction, loss, alteration, access, disclosure or use.

Data Retention

We will only retain your Personal Data for a specific period.

In the event of your recruitment process being unsuccessful, a copy of your application including your personal data will be kept in the Soteco International for the period stated below.

Country	Data retention period after completion recruitment
Italy	2 years

Singapore	1 year
-----------	--------

If you are employed by Soteco International relevant data from your recruitment process will be stored during your employment.

Your rights

- You have certain rights as an individual which you can exercise under certain circumstances in relation to your Personal Data that we hold. These rights are;
- Right to access and information: You have the right to information regarding what personal data we process about you. The right includes access to copies of the personal data but may be limited if e.g. there is confidentiality and the information therefore cannot be disclosed.
- Right to rectification: You have the right to request rectification of incomplete or incorrect personal data relating to you.
- Right to erasure: You have the right to request erasure of your Personal Data; after which the requested personal data will be erased. The erasure may result in Soteco International not being able to include you in recruitment processes.
- Right to restriction of processing: You may request restriction or limitation of processing of your Personal Data; (e.g. if the data is no longer needed for the purpose it was processed or if your consent is withdrawn). You may also object to specific processing activities.
- Right to objection: You may object to the processing of your Personal Data in general or for specific processing purposes.
- Right to data portability: You may in some circumstances request that we transfer your data to you or possible another controller in a structured and usable machine-readable format.

Right to withdraw consent

You may at any time request to withdraw a consent where consent constitute the lawful basis of our collection and processing of your Personal Data.

You may at any time withdraw your consent by sending an email to dataprivacy@sotecointernational.com

Once we have received and processed your notification that you have withdrawn your application, we will no longer process your information for the purpose(s) to which you originally consented.

Contact

Please address any questions, comments and requests regarding our data processing practices dataprivacy@sotecointernational.com

Changes to the Privacy Notice

We may from time to time make changes to this Privacy Notice to reflect changes in its legal or regulatory obligations or in the manner in which we deal with your personal data.

We will communicate any revised version of this Privacy Notice, if the change may affect how we process your personal data. Any changes to this Privacy Notice will be effective from the time they are communicated.

Version

This notice was published on 12 June 2024.