

RECRUITMENT PRIVACY POLICY

1.1 GENERAL PRIVACY STATEMENT

Aldrex Suppliers Ltd. is a registered Controller with the Data Protection office of Mauritius and in line with the requirements of the Data Protection Act 2017, this Recruitment Privacy Policy is brought to the knowledge of persons who shall or are likely to apply for jobs at Aldrex Suppliers Ltd. with the view to providing them with the relevant information pertaining to the collection and processing of their personal data.

The Personal data collected from job applicants will be used for the purpose of assessing the suitability of the applicant and shall be accessed only by the Human Resource Team in the performance of their job.

Should Aldrex Suppliers Ltd, wish to make an employment offer to the successful candidate, personal data such as but not limited to the name, name, address and contact details, including email address and telephone numbers that are necessary for the preparation of a contract of employment will be collected.

Aldrex Suppliers Ltd shall ensure that the information collected does not constitute an invasion of the applicants' privacy.

Written consent of applicants shall be sought if collecting special categories of personal data such as information about racial origin, ethnic origin, political opinion, religious belief, philosophical belief, trade union membership, genetic data, biometric data, health data, criminal record, and sexual orientation unless if such processing is required by law, or for compliance with a Court Order.

1.2 DISCLOSURE AND TRANSFER

1.2.1 Aldrex Suppliers Ltd. may pass on personal data of job applicants to third-party service providers for specific purposes. Any third parties, with whom Aldrex Suppliers Ltd. may share personal data of job applicants, are obliged to keep the same securely, and to use them only to fulfil the service they provide to Aldrex Suppliers Ltd. . When they no longer need the said data to fulfil this service, they will dispose of the details in line with the company procedures.

1.2.2 Save and except as provided at clause 1.2.1 above, Aldrex Suppliers Ltd. will not pass on the personal data of job applicants to third parties unless such disclosure is necessary for the processing activities of Aldrex Suppliers Ltd. in furtherance of a contractual relationship to which Aldrex Suppliers Ltd. and the said applicants are privy.

1.2.3. As a rule, Aldrex Suppliers Ltd. will not transfer the personal data of job applicants to another country or to another company within Aldrex Suppliers Ltd. 's group unless the applicants have consented to.

1.2.4 Furthermore, Aldrex Suppliers Ltd. will not transfer the personal data of job applicants to a different country without having carried out an adequacy test as explained in the General Data Protection Policy and informed the applicants concerned about the adequacy of protection afforded to the personal data in that country.

1.3 RETENTION PERIOD

If an application for employment is unsuccessful, Aldrex Suppliers Ltd. will with the consent of the Applicant hold the data on file for 6 months after the end of the relevant recruitment process and during that period, we will also hold the data on file for consideration for future employment opportunities. At the end of that period, or once the applicant withdraws his/her consent, his/her data is deleted or destroyed.

If an application for employment is successful, personal data gathered during the recruitment process will be transferred to the Human Resources file (electronic and paper based) and retained during your employment.

1.4 RIGHTS OF JOB APPLICANTS

Applicants have the following rights:

- Right of access – a job applicant has the right to request a copy of the information that Aldrex Suppliers Ltd. holds about him or her.
- Right of rectification – a job applicant has the right to correct data that Aldrex Suppliers Ltd. holds about him or her that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances a job applicant can ask for the data Aldrex Suppliers Ltd. holds about him or her to be erased from its records save and except if the retention of the data is necessary by law and/or necessary for the legitimate interests of Aldrex Suppliers Ltd.
- Right to restriction of processing personal data of a job applicant.
- Right of portability – a job applicant has the right to have the data Aldrex Suppliers Ltd. holds about him or her transferred to another organisation.
- Right to object – a job applicant has the right to object to certain types of processing.
- Right to object to automated processing – a job applicant also has the right not to be subject to the legal effects of automated processing.
- Right to complain: in the event that Aldrex Suppliers Ltd. refuses to accede to a request under rights of access, Aldrex Suppliers Ltd. will provide a reason as to why. In such a case, the job applicant has the right to complain as outlined in clause 1.5 below.

1.5 COMPLAINTS

In the event that a job applicant wishes to make a complaint about how his or her personal data is being processed by Aldrex Suppliers Ltd. , or how his or her request has been handled, the applicant has the right to lodge a complaint directly to the Commissioner of the data Protection Office and the Data Protection Officer of Aldrex Suppliers Ltd.

The Data Protection Officer of Aldrex Suppliers Ltd. can be contacted at:

- Email address: dataprotection@aldrex.mu
- Postal address: Aldrex Suppliers Ltd.

Corner Baissac and Victoria Avenues, Quatre Bornes

1.6 What does Aldrex Suppliers Ltd. hold about job applicants?

At any point in time, job applicants can find out the personal data that Aldrex Suppliers Ltd. holds about them. Upon a written request being received from a job applicant, Aldrex Suppliers Ltd. can confirm what information it holds about that applicant and how it is processed.

Where Aldrex Suppliers Ltd. holds personal data about a job applicant, the latter can request the above from Aldrex Suppliers Ltd. who will provide the information in accordance with the provisions of the Data Protection Act.

When making a written request to Aldrex Suppliers Ltd. the job applicant will need to provide his/her National Identity Card or a valid passport for identification purpose.

This notice was last updated in December 2020. We may change this notice by updating this page to reflect changes in the law or our privacy practice.