



RECRUITMENT PRIVACY NOTICE

Version	1.0
Issue date	12 May 2022
Date of next review	12 May 2023
Responsible Officer	Data Protection Officer

Contents

1	Introduction.....	3
2	Collecting your personal data	3
3	Purpose for using your personal data	4
4	Voluntary disclosure of your personal data	5
5	Who has access to your personal data?	5
6	Security of your personal data.....	6
7	Your data protection rights	6
8	Retention of your personal data.....	8
9	Your responsibilities.....	9
10	Cross border transfers	9
11	Complaints.....	9
12	General.....	10

1 Introduction

- 1.1 Your privacy is important to us and we are committed to safeguarding the privacy of our job candidates.
- 1.2 This Recruitment Privacy Notice let you know how we, **BDO IT Consulting Ltd** (hereafter “**BDO ITC**”, “**we**”, “**us**”), collect and use your personal data during our recruitment process in accordance with data protection laws, including the Data Protection Act 2017 (hereafter referred to as the “**DPA**”) and the European Union General Data Protection Regulation 2016 (hereafter referred to as the “**GDPR**”).
- 1.3 This notice describes the broadest potential use of personal data; we may make less use of your personal data than is described here.

2 Collecting your personal data

- 2.1 The type of personal data we collect and process will depend on the purpose for which it is collected. We will only collect and process data that we need for that purpose.
- 2.2 We may collect your personal data in connection with your recruitment in the following ways:
 - Your personal data is provided to us directly by you for e.g., when you give us your CV, information you provide to us via emails and phone calls, interviews; and
 - Your personal data is provided to us indirectly through our referral program.
 - Your personal data is provided to us by a third party, for e.g., professional recruiting platforms such as Myjob.mu, LinkedIn, other recruitment agencies and universities as well as references and/or testimonials supplied by your previous employers.
- 2.3 We may collect, process and maintain your personal data including:

Categories of personal data	Details
Contact details	First name, surname, postal address, email address, telephone/mobile number
Individual details	Gender, date of birth, age, language, photograph
Educational and professional background	CV/ resumé, academic and professional qualifications, employment history and past employers’ references and/or testimonials, job skills, working conditions and study leave entitlement
National identification details	Identity card number, passport number

Financial information	Information about your current level of remuneration, including benefit entitlements, study allowances and health insurance allowances
Video surveillance	Information collected from our closed-circuit televisions (“CCTV”) footage
Special categories of personal data	Certificate of character containing information about criminal convictions/allegations and offences (for vetting purposes where permissible and in accordance with applicable law and/or any information you choose to share with us such as data concerning any disability, vaccination status)
Other	Information you choose to share with us such as your hobbies and social preferences

- 2.4 Sensitive data that are collected by **BDO ITC** qualify as special categories of personal data. This information, when collected, is generally done so on a voluntary, consensual basis, and job candidates are not required to provide this information unless we must collect such information to comply with our legal obligations or exercise our specific rights concerning the recruitment process.
- 2.5 For instance, you may choose to provide us with information on whether you have a disability and would like us to consider any special accommodation.
- 2.6 To the extent data you provide details of your racial or ethnic origin, political opinions or beliefs, religious beliefs, membership in a trade union or political party, physical or mental health or condition, sexual orientation, commission or alleged commission of an offence or related proceedings, you expressly authorise **BDO ITC** to handle such details as specified in this notice.

3 Purpose for using your personal data

- 3.1 **BDO ITC** will only use your personal data for the purpose for which it was collected or agreed with you. If you are hired by **BDO ITC**, we may collect other necessary personal data in connection with your employment as described in our Employee Privacy Notice.
- 3.2 We will not use your personal data for any automated individual decision making which will have a significant impact on you.
- 3.3 We have set out below the legal basis of processing for each purpose. Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your personal data.

Purpose of processing	Legal basis of processing
As required for the recruitment process at BDO ITC :	– The processing is necessary to perform a contract or to take steps

<ul style="list-style-type: none"> – for communicating with you, – to analyse your qualifications and references and assess your suitability for the job, – to set out your job conditions, – to know whether there are previous criminal convictions recorded against you, and – to cater for special accommodations in case you provide us with additional data about your health condition 	<p>at your request, before entering a contract, namely your contract of employment.</p> <ul style="list-style-type: none"> – Consent for collecting past employment references. – For our legitimate interests namely for the proper administration of our business and to ensure appropriate job candidates are being recruited. – The processing is necessary for the purpose of carrying out our obligations and of exercising specific rights in relation to employment, for e.g. under the Worker’s Rights Act or the Equal Opportunities Act.
Storing your CV and contact details for the purpose of contacting you in the event there are future job opportunities	<ul style="list-style-type: none"> – Consent

3.4 Please contact the Human Resource Executive (hereafter “**HR Executive**”) as per section 12.3 of this notice if you need details about the specific legal ground, we are relying on to process your personal data where more than one ground has been mentioned below.

4 Voluntary disclosure of your personal data

4.1 The provision of your personal data in connection with your job application and recruitment is voluntary, and you determine the extent of data you provide to us.

4.2 Please note that if you decide not to provide your personal data, it may affect our ability to consider you for employment.

5 Who has access to your personal data?

5.1 Access to your personal data within BDO ITC

5.1.1 Access to your personal data is restricted to **authorised personnel only** (i.e. HR Dept) of BDO ITC. Your CVs are communicated to the management team and authorised

personnel for recruitment and selection purposes. The HR department, the management team and all authorised personnel are required to keep your data strictly confidential.

- 5.1.2 We employ security procedures at our facilities and on our computer systems to monitor and maintain security, including the use of CCTV.

5.2 Access to your personal data by third parties

- 5.2.1 Except as otherwise stated in this notice or as required for legal or regulatory purposes, we treat your personal data as confidential and will not disclose it to third parties without your consent. We do not share personal data you provide to us for recruitment purposes with any other service providers or other third parties unless your employment application is successful and **BDO ITC** makes you an offer of employment.
- 5.2.2 We may also share your personal data with public and government authorities, as required by applicable laws and regulations, for national security and/or law enforcement purposes.
- 5.2.3 For more details, please contact our **HR Executive**, as per section 12.3 of this notice.

6 Security of your personal data

- 6.1 We have put in place appropriate security measures to prevent your personal data from being subject to any accidental or unlawful destruction, loss, alteration, and any unauthorised disclosure or access.
- 6.2 We have also put in place procedures to deal with any suspected data security breach and will notify you and the Data Protection Office of a suspected breach where we are legally required to do so.

7 Your data protection rights

- 7.1 Under the **GDPR** and the **DPA**, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

7.1.1 Your right of access to your personal data

You have the right to request a copy of the personal data we hold about you. To do this, simply contact the **HR Executive** as per Section 12.3 and specify what data you would like. We will take all reasonable steps to confirm your identity before providing details of your personal data.

You will not have to pay a fee to access your personal data (or to exercise any of your other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

7.1.2 Your right to rectification of your personal data

You have the right to ask us to update or correct your personal data if you think it is inaccurate or incomplete. We will take all reasonable steps to confirm your identity before making changes to the personal data we may hold about you. We would appreciate it if you would take the necessary steps to keep your personal data accurate and up-to-date by notifying us of any changes we need to be aware of. You may submit requests to correct your personal data, or any other requests concerning your personal data to the **HR Executive**.

7.1.3 Your right to erasure of your personal data

You have the right to ask us to delete your personal data in certain circumstances:

- When we no longer need your personal data;
- If you initially consented to the use of your personal data, but have now withdrawn your consent;
- If you have objected to us using your personal data, and your interests outweigh ours;
- If we have collected or used your personal data unlawfully; and
- If we have a legal obligation to erase your data.

Where we collect personal data for a specific purpose, we will not keep it for longer than is necessary to fulfil that purpose, unless we have to keep it for legitimate business or legal reasons. Upon the determined expiry date, we will securely destroy your personal data as per the retention periods as indicated in Section 8.

7.1.4 Your right to restriction of processing

You have the right to ask us to limit how we use your data. If necessary, you may also stop us from deleting your data. To exercise your right to restriction, simply contact the **HR Executive** as per Section 12.3, say what data you want restricted and state your reasons. You may request us to restrict processing of your personal data in the following circumstances:

- If you have contested the accuracy of your personal data, for a period to enable us to verify the accuracy of the data;
- If you have objected to the use of your personal data;
- If we have processed your personal data unlawfully but you do want it deleted;
- If we no longer need your personal data but you want us to keep it in order to create, exercise or defend legal claims.

7.1.5 Your right to object to processing

You also have the right to object to us processing your personal data where your data is being used:

- For a task carried out in the public interest;

- For our legitimate interests;
- For scientific or historical research, or statistical purposes; or
- For direct marketing.

Note that you can exercise your right to object when we process your personal data for our legitimate interests only. However, we shall continue the processing of your personal data despite the objection raised where we have strong compelling legitimate reasons including the establishment, exercise or defence of a legal claim.

7.1.6 Your right to data portability

The right to data portability allows you to ask for the transfer of your personal data from one organisation to another, or to you. The right only applies if we are processing information based on your consent or performance of a contract with you, and the processing is automated. You can exercise this right with respect to the information you have given us by contacting the **HR Executive** as per Section 12.3. We will ensure that your data is provided in a way that is accessible and machine-readable.

7.1.7 Your right to withdraw consent

To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

Note:

- (a) If you wish to exercise any of the rights set out above, please contact our **HR Executive** (refer to Section 12.3).
- (b) We try to respond to all requests within one month. However, it may take us longer than a month if your request is particularly complex or you have made several requests. In this case, we will notify you and keep you updated.

8 Retention of your personal data

- 8.1 Where we collect and or process your personal data for a specific purpose, we will not keep it for longer than is necessary to fulfil that purpose, unless we have to keep it for legitimate business or legal reasons. To the extent permitted or required by law, we may delete your personal data at any time. Accordingly, you should retain your own copy of any data you submit to us.
- 8.2 If your employment application is unsuccessful, all personal data collected during the recruitment process will be deleted upon candidate rejection. **BDO ITC** may, with your consent, retain your CV and any communications made with you for **5 years** after the end of the relevant recruitment process to consider you for other job opportunities. At the end of that period, or once you withdraw your consent, your CV will be deleted or destroyed.

- 8.3 If your employment application is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your personal data will be held will be provided to you in an Employee Privacy Notice which shall be made available on our SharePoint Platform.

9 Your responsibilities

- 9.1 You are responsible for the data you provide or make available to us, and you must ensure it is honest, truthful, accurate and not misleading in any way. You must ensure that the data provided does not contain material that is obscene, defamatory, or infringing on any rights of any third party, does not contain malicious code and is not otherwise legally actionable.
- 9.2 Further, if you provide any data concerning any other person, such as individuals you provide as references, you are responsible for providing any notices and obtaining any consent necessary for us to collect and use that data as described in this notice.

10 Cross border transfers

- 10.1 We have developed global data security practices designed to ensure that your personal data is appropriately protected. Your personal data may be transferred, accessed and stored globally as necessary for the uses and disclosures stated above in accordance with this notice.
- 10.2 Where such cross-border transfer is to a country that provides a lower level of protection, we take steps to ensure the security and confidentiality of your personal information in accordance with applicable data protection laws, including using the European Commission's approved Standard Contractual Clauses, and for transfers to other BDO Member Firms, we use the BDO Global Privacy Policy, namely BDO's Binding Corporate Rules for Controllers and Processors. If you wish to see a copy of the relevant mechanism that we use to transfer your personal information, please contact the **HR Executive** as per section 12.3.

11 Complaints

- 11.1 If you have any complaints regarding our compliance with this notice, you should contact the **Data Protection Officer** at dpoitc@bdo.mu or the HR Executive as per section 12.3. We will investigate and attempt to resolve complaints and disputes regarding the use and disclosure of your personal data in accordance with this notice.

If you believe that we have not handled your request properly, then you have the right to complain to the Data Protection Office in Mauritius. The procedure on how to report a complaint with the Data Protection Office of Mauritius is available on its website at the following link: <https://dataprotection.govmu.org/Pages/Home%20-%20Pages/Take%20Action/To-report-your-Complaint.aspx>

12 General

- 12.1 We may update this notice from time to time to reflect best practices in data management, security and control and to ensure compliance with any changes or amendments made to the DPA and any laws or regulations thereof. The latest version is available on BDO Mauritius's website. Please check this page regularly to keep up to date.
- 12.2 The personal data we hold about you must be accurate and correct. Please keep us informed if your personal data changes during your relationship with us.
- 12.3 If you have any questions and concerns about this notice or its application, or if you believe your personal data has been used in a way that is not consistent with this notice or your specified preferences, or you want to submit any request concerning your data protection rights, please contact the **HR Executive** at hr.bdoitc@bdo.mu.