

## **Privacy Statement**

The information below is important - be sure to read it before you move forward. By accepting below you are consenting to the following privacy terms ("Privacy Statement"):

If you use Denave's, hereafter referred to as 'Denave', online career resources, Denave collects personal data that you submit to the website and use it for recruiting-related purposes. Denave may also use Cookies and other tracking technology and the same technologies it uses for Marketing (including Customer Relationship Management (CRM) Databases, Targeted E-mail & Combining and Analyzing Personal Data) to provide you with a personalized online experience, to send relevant information about careers and opportunities at Denave, and to analyze the effectiveness of its recruitment efforts and resources. More information about how your data will be used by Denave during the recruitment process can be found below.

### **Introduction / who is collecting your personal data?**

When you apply for a job at Denave, Denave will collect and use personal data about you during the recruiting and any hiring process. As described in this Privacy Statement, your personal data may be retained and used by Denave for the purpose of considering your qualifications for employment, as required by law, or as otherwise described below. Please see below for information that Denave may receive about you from third parties.

"Denave" means the specific Denave affiliates, subsidiaries, and contracted service providers who will collect, use, and maintain your personal data in connection with your application for employment, Denave Recruiting and Talent Management processes, and any hiring process if you are extended an offer of employment. A full list of Denave entities by country and their contact information appears at the bottom of this Privacy Statement, as well as a list of contracted service providers who perform IT support or background checking services.

### **What Personal Data will Denave collect?**

The following categories of data (where applicable) will generally be collected by Denave:

1. Data you submit in resumes / CVs, letters, writing samples, or other written materials;
2. Data generated by interviewers and recruiters, based on their interactions with you or basic Internet searches;
3. Data provided by third-party placement firms, recruiters, or job-search websites, where applicable;
4. Recommendations provided on your behalf by others;
5. Data about your prior employment, education, and where applicable, credit history, criminal records or other data revealed during background screenings;
6. Data about your health or disability where it is relevant to your ability or availability to work or to a workplace accommodation, subject to legal limits on the timing of collection of such data and other applicable limitations.
7. Data about race / ethnicity / religion / disability / gender and self-identified LGBT status, for purposes of government reporting where required, as well as to understand the diversity characteristics of the Denave's workforce.

Your submission of personal data constitutes your consent to Denave's use of your data and your verification that the data is accurate.

By submitting your information, you acknowledge that you have read and understood the foregoing and consent to the use of your information as set out above. You are not mandated to provide any requested information to Denave, but failing to do so may result in not being able to continue your candidacy for the job for which you have applied.

By submitting your information, you acknowledge that all representations made by you are true and correct to the best of your knowledge and belief, and you have not knowingly omitted any related information of an adverse nature. Providing any inaccurate information may make you ineligible for employment.

### **What will Denave do with your personal data?**

Denave will use your personal data to:

1. Assess your suitability for employment for the role for which you are applying, as well as future roles that may become available;
2. Perform administrative functions (e.g. reimburse you for interview-related expenses);
3. Perform analysis of its applicant pool in order to better understand who is applying to positions at Denave and how to attract top talent;
4. Perform any legally-required reporting, and respond to legal process.
5. In some cases, record your online interview for review by additional recruiters and hiring managers. In such cases, Denave will seek your explicit consent to be recorded.

Further, if you join Denave's Talent Network, it will enter you into a database to receive future mailings about Denave's new positions and events.

Ensure that you provide your contact information (only) at <https://www.denave.com/openings/>—a site that Denave maintains to notify you about new positions that may be of interest to you. Your contact information may be used by Denave to send you invitations to sign up for future position alerts and invitations to its recruiting events. If you join Denave you will have future opportunities to opt-out of receiving messages and alerts if you choose.

### **From what sources will Denave obtain your personal data?**

Denave may obtain data about you from the following sources:

1. From you, when you submit resumes or other information online;
2. From conversations with recruiters and interviews with hiring managers and other Denave personnel or representatives, some of which may be recorded (with your express knowledge and consent) as well as from Internet searches that these individuals may perform, or data that they may obtain from job search or professional networking websites (e.g. naukri.com, LinkedIn, etc.) where you may have made data about yourself publicly available;

3. From third-party recruiters, staffing companies, or websites where you are introduced to Denave. Denave does not accept unsolicited resumes from 3rd party recruitment agencies, but does sometimes use such agencies, subject to a written agreement. Any resume or other candidate information submitted outside of established candidate submission procedure (including through the Careers website or via email to any Denave employee) and without a written agreement or otherwise will be deemed to be provided for Denave's use, and no fee will be paid should the candidate be hired by Denave; and
4. From background checks, as applicable. Where permitted by law, Denave may contract with a third party to perform a pre-employment background screening. The content of background check information varies by country to comply with local requirements, but may include information gathered from publicly available sources, your former employers or colleagues, schools you have attended, credit reporting agencies, and criminal records databases. These types of information will only be collected with your prior consent, and you will receive more information about the nature of such a background check before it begins. Where required by applicable local law, you may be asked to provide certain background check information, (which may include sensitive data) directly to Denave.

**Who will have access to your personal data? Where are they located?**

In general, access to your personal data will be restricted to minimize the number of people in Denave who need it in order evaluate your application for employment, perform functions supporting Denave's Recruiting and Talent Management functions, or to whom Denave is compelled to provide it by applicable law.

Where your personal data is transferred to a country other than the one in which you reside, be advised that such countries may not have the same legal protections for personal data as your home country. Denave will, however, follow its Data Privacy policy in such cases.

**The following categories of individuals will have access to your personal data:**

1. Recruiters working with the country where the position you are applying for is based. Such individuals may be based in a different country;
2. Hiring managers and other interviewers. Often these individuals will be based in the country where the position is based, but in some cases they may be located in other countries;
3. The global Denave's Talent Management teams, consisting of a limited number of individuals based in several countries;
4. Individuals performing administrative and IT support functions.
5. Authorized personnel of Denave's service providers, including:
  - Carrier builder which hosts and supports the Denave's recruitments;
  - Companies contracted to perform background screenings, where applicable. These companies may be based in another country, and may obtain data from other countries where you have lived, worked or studied, as may be relevant as part of a background check. You will receive more information about any such check before it begins;

- Government officials where legal reporting requirements may exist, or law enforcement agencies or private litigants in response to valid law enforcement process (warrant, subpoena, or court order); and
- A successor to Denave in the event that it sells or divests all or part of its business.

### **How long will Denave retain your personal data?**

If you are given and accept an offer of employment by Denave, personal data collected during your pre-employment period will become part of your Denave personnel records, to be retained throughout and for a period after your employment with Denave (specific periods vary by country). If Denave does not employ you, it may nevertheless continue to retain and use personal data collected during the recruitment process in order to consider you for new positions, and, if appropriate, to refer back to an earlier application if you submit a resume or other information to Denave again in the future, as well as for system administration, to perform research and analysis, and to invite you to join the Denave Talent Network.

### **How Denave protects your personal data?**

Denave has established global privacy standards known as Binding Corporate Rules (BCRs). They are our commitment to protect your personal information and honor our privacy obligations regardless of where your personal information is collected, processed or retained within Denave. Our BCRs have been approved by a number of European Union privacy regulators. That means we are treating your personal information everywhere within Denave according to European Union privacy standards. More information about our BCRs and our global privacy standards is available at our Denave Privacy Center.

In addition to this Denave has also deployed organizational, technical, and physical security and privacy measures in order to protect your data from loss or misuse. Where Denave enters into a contract with third-party suppliers to provide services that may enable them to access your personal data, Denave require them by contract to have similar controls in place.

### **How to obtain a copy of Denave’s internal Privacy policy, request access to your personal data or contact Denave with questions or feedback?**

If you have a question, comment, or complaint, wish to obtain a copy of Denave’s Privacy Policy, or wish to access a copy of your personal data or to correct it if you believe it is inaccurate, you may Contact “Data Protection Office” at [privacy@denave.com](mailto:privacy@denave.com). Denave Protection office oversees compliance with local privacy requirements.

<b>Denave Entities</b>
<b>Denave Europe:</b> 3rd Floor, Technology House, 48-54 Goldsworth Road Woking Surrey, GU21 6LE. Phone: +44 203 828 0926
<b>Denave India Pvt Ltd:</b> A154A, 2nd Floor Sector - 63, Noida, Uttar-Pradesh - 201307. Phone: +91-120-3875100
<b>Denave SDN. BHD.:</b> Suite 17-09, Level 17, GTower, 199, Jalan Tun Razak, 50400 Kuala Lumpur, Malaysia.
<b>Denave Pte. Ltd:</b> 11 Collyer Quay, The Arcade, 17-14/19, Singapore 049317.

<b>Contracted Services Providers</b>
Denave Web hosting provider: GoDaddy (Phone: +91-40-67607600)
Denave Global Website Maintenance: Bloggers Mind (Phone: +91-11-9899831111)
Denave Europe Website Maintenance: