



## **Privacy Policy for Recruitment & Selection**

This privacy policy (“**Privacy Policy**”) applies to you and your personal data because you are applying for a position with GCO Global or any of its affiliated companies (GCO Consultancy, GCO Meetings & Events, GCO Technology).

For the purposes of this Privacy Policy, the GCO entity to which the position is allocated is responsible for the protection of your personal data (the data controller, (“**GCO**” or “**we**”).

This Privacy Policy explains how GCO uses the information (“**Personal Data**”) that it collects and processes from you as part of the recruitment process for GCO or any of its affiliated companies. GCO is committed to maintaining your privacy. In particular, GCO will collect and process your Personal Data it obtains from you through the online application platform at [www.gcoglobal.com](http://www.gcoglobal.com), LinkedIn as well as any other job sites and social media where the position may be advertised, including open applications through [info@gcoglobal.com](mailto:info@gcoglobal.com).

### **Processing personal data from Candidates**

GCO collects and processes your personal data for recruitment and selection purposes. This includes processing activities to assess your application, verify the information received through your application or as otherwise publicly available on you, performing pre-employment screenings, evaluating your eligibility to work at GCO and contacting you for future positions that suit your skills and capabilities.

The personal data collected and processed by GCO for these purposes will include:

- personal details (e.g. name, contact details, language spoken, gender, date of birth, social security number, marital/civil status, nationality);
- talent information (e.g. details contained your letter of application and CV, other details on education and development, work history, drivers’ license , information obtained via reference checks);
- position (e.g. position of interest, title, full-time/part-time possible terms of employment) compensation and payroll (e.g. possible salary, bonus, benefits);
- immigration status (e.g. citizenship, passport data and identity card data and details of residency or work permit).

### **Sensitive personal data**

During the recruitment and selection process, we may need to collect certain data viewed as ‘sensitive’ because they reveal intimate characteristics, such as your photo. Such sensitive data shall be used by us only when necessary (eg. for identification/recognition purposes).



### **Personal data access and transfer**

During the recruitment process, candidates information will be accessed internally only by those GCO employees who are directly involved in the recruitment process or if you have given approval for this, to employees of GCO affiliates for the purpose of a recruitment process.

### **Security**

We will take appropriate technical, physical and organizational measures to protect personal data from misuse or accidental, unlawful or unauthorized destruction, loss, alteration, disclosure, acquisition or access, that are consistent with applicable privacy and data security laws and regulations. This will include requiring service providers to use appropriate measures to protect the confidentiality and security of personal data.

### **Data integrity and retention**

GCO will take reasonable steps to ensure that your personal data processed are relevant for the recruitment and selection process, and that they are accurate, complete and kept up to date for carrying out the purposes described in this Policy. Please keep your personal data up to date and inform us of any significant changes. Once the position to which you have applied for is filled and if you have not been successful, we will delete all your Personal Data. If we would like to retain your Personal Data for future recruitment, we will obtain your consent to do so.

### **Access and correction requests, questions and complaints**

You have the right to request an overview of your personal data processed by or on behalf of us. You have the right to have your data rectified, deleted or restricted (as appropriate). You can exercise this right by contacting [amy.ting@gcoglobal.com](mailto:amy.ting@gcoglobal.com).