

## Candidate Privacy Notice – TAQA Global (the “Company”)

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#### What is a privacy notice?

We want to ensure you understand what information we collect about you, how we will use it, how long we keep it and for what purpose. We are also required by data protection legislation to explain certain matters to you.

#### What information about you will we collect and use?

As part of the application process, we will collect, store and process personal information about you including your:

- name, address, contact details, and confirmation of right to work in the applicable country (as part of prevention of illegal working checks);
- academic record and qualifications;
- recruitment and employment history including information about your previous remuneration;
- any other information you have provided to us voluntarily including in your application form, curriculum vitae or during interview.

We may also collect, store and process information about your health, which is classed as a "special category" of more sensitive personal information. This will be in order to understand whether or not you have a disability for which we need to make reasonable adjustments under country specific employment regulations, either during the recruitment process or on appointment. Results of medical checks may also be part of this category.

We obtain this information either directly from you or sometimes from third parties such as employment agencies and your former employer(s) and referees.

#### How and why will we use your personal information?

As you will appreciate, we need to use your personal information to process your application and determine your suitability for the role. We also need to ensure that we comply with our legal obligations regarding checking your right to work in the applicable country.

In most cases, we will use your personal information to comply with our legal obligations, to take steps towards entering into a contract with you, or to further the Company's legitimate business interests.

The situations in which we will commonly use your personal information include:

- assessing your skills, qualifications and suitability for the role;
- carrying out our vetting processes (UK only);
- communicating with you about the recruitment process;
- making informed and fair recruitment decisions;
- maintaining appropriate records of our recruitment process.
- Consent to the use of photos and video imagery taken during your visit to a TAQA property

We are guided by the principle that you should not be surprised by any use we make of your personal information.

### What happens if you do not provide personal information?

You are required by law to provide certain personal information to us, for example to enable us to verify your right to work in the country of hire in the event that we offer you a job. If you fail to provide certain personal information when requested, we may not be able to continue with your application.

### Automated decision making

No decision will be made about you solely on the basis of automated decision making which has a significant impact on you.

### Who else might your personal information be shared with?

Where there is a decision to offer you a contract of employment, we may share your information with appropriate third parties. This may include:

- our colleagues within the Company where it is necessary for them to undertake their duties with regard to recruitment. This includes, for example, the HR department, and those in the department where the vacancy is;
- our medical adviser and/or occupational health providers in relation to any pre-employment medical questionnaire/examination;
- previous employers, or named individuals as part of a reference request process;
- our group companies for the purposes of future employment;
- an external authority/security agency, where enhanced checks are required due to the sensitive nature of the role (in which case you will be informed specifically this is to happen).

The Company is part of a global organisation and to ensure the provision of effective and efficient services and communication throughout the group, we may be required to transfer your personal information internationally to our parent company in Abu Dhabi.

Your personal data may therefore be stored and processed outside of the European Economic Area (EEA), in countries that may have different data protection rules to our own. However, the Company will only transfer your personal information outside of the EEA where appropriate safeguards have been put in place, normally the use of contractual clauses that have been approved by the European Commission. If you would like to know more about this, see the contact details at the bottom of this notice.

## For how long will your personal information be kept?

If your application is unsuccessful, your personal information will be retained for six months after we have notified you of our decision, in case there is any dispute in connection with your application.

If your application is successful, you will be sent a new privacy notice explaining processing of data as an employee.

## What are your rights in relation to your personal information?

You have certain rights in relation to your personal data, and we have summarised those that are relevant here. For more information on your rights, or if you wish to exercise any of them, please contact us (see the contact details at the bottom of this notice)

Rights	What does this mean?
1. The right to be informed	You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we're providing you with the information in this Privacy Notice.
2. The right of access	You have the right to obtain access to your information (if we're processing it), and certain other information (similar to that provided in this Privacy Notice).  This is so you're aware and can check that we're using your information in accordance with data protection law.
3. The rights to rectification and erasure	You are entitled to have your information corrected if it's inaccurate or incomplete. In limited circumstances you will have a right to have information erased (known as the right to be forgotten).
4. The right to restrict processing	You have the right to restrict some processing of your personal information, which means that you can ask us to limit what we do with it;
5. The right to object to processing	You have the right to object to certain types of processing, including processing based on our legitimate interests in some cases.
6. The right to lodge a complaint	Within the United Kingdom only - You are able to submit a complaint to the Information Commissioner's Office about any matter concerning your personal information, using the details below. However, we take our obligations seriously, so if you have any questions or concerns, we would encourage you to raise them with us first, so that we can try to resolve them.  Information Commissioner's Office, Wycliffe house, Water Lane, Wilmslow, Cheshire, SK9 5AF  Tel 0303 123 1113, <a href="http://www.ico.org">www.ico.org</a>  Within the Netherlands only – You are able to submit complaint to the Data Protection Authority ('Autoriteit Persoonsgegevens') about any matter concerning your personal information, using

	<p>the details below. However, we take our obligations seriously, so if you have any questions or concerns, we would encourage you to raise them with the Company initially, so aid resolution.</p> <p>Contact details:</p> <p>Autoriteit Persoonsgegevens</p> <p>Postbus 93374</p> <p>2509 AJ DEN HAAG</p> <p>Tel: 088-1805 250</p> <p><a href="https://autoriteitpersoonsgegevens.nl/nl">https://autoriteitpersoonsgegevens.nl/nl</a></p>
<p>7. The right to withdraw consent</p>	<p>If you have given your consent to anything we do with your personal data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your personal data with your consent up to that point is unlawful).</p>

#### Questions?

If you have any questions about anything in this privacy notice, please contact the HR Department.