

## **Privacy Statement**

### **GENERAL**

BEST COST SOURCING Pvt Ltd and its affiliates (also collectively referred as “Company”, “we”, “our” and “us”) established this Data Privacy Policy to show that we recognize and value your privacy rights. The information you provide in our listed websites will be used and processed by or on behalf of BEST COST SOURCING PVT LTD for purposes related to registration of interest in current or future employment with BCS and for the processing of your application for employment, performance management for all indirect or non-craft employees, employee's first stop for everything from policies and training to forms and the submission of questions, as central source of information employees can consult about human resource queries.

We will collect and use the personal data that you have supplied to facilitate the processing of HR and Business related matters.

### **APPLICABILITY**

This Data Privacy Policy applies to Personal Information we collect on the websites, applications and points of contact listed below (collectively, the "Sites"):

- <https://bestcostsourcing.com/>
- [www.linkedin.com](http://www.linkedin.com) – BEST COST SOURCING

### **PERSONAL INFORMATION WE COLLECT**

- Name • Age • Date of Birth • Gender • Blood Group • Contact Details • Address • Telephone number (including home and mobile phone numbers) • Email address • Citizenship • Civil Status • Employment Background • Employment Performance/Ratings • Job Description • Monthly Salary (not mandatory) • Reason for Leaving • Educational Background • CV Attachment 2 • And such other additional information that will be required in relation with herein declared purpose and use of information

If the Personal Information was provided by a minor or one who is not legally capable of entering into contractual transactions without parental or guardian consent, the parent or guardian shall be responsible in giving the consent required under this Data Privacy Policy and in correcting any information given or in informing us that the information should be disregarded or deleted.

If you provide us or our service providers with Personal Information of other people in connection with the services we offer, you hereby represent that you have the authority to do so and have secured consent to permit us to use the information in accordance with this Data Privacy Policy.

### **USE OF THE PERSONAL INFORMATION**

We will use your personal information for the following purposes:

- To conduct background verification in accordance with BCS HR Policy;
- To facilitate the processing of your application for employment purposes.
- To provide your personal data to Ministries, statutory boards or other similar organizations for application evaluation;

- Retain and use the information relating to any matter which may arise in connection with your application and/or employment;
- To contact you in connection with ongoing recruitment opportunities;
- For data analysis and business purposes;
- To maintain records and comply with our legal obligations, including laws relating to Labor Laws
- For customer support, including resolving and providing assistance or responding to other inquiries, requests or investigation;
- For all other purposes necessary for your application and other incidental services pursuant to your transaction;
- All other purposes necessary for the legitimate interest of the Company consistent with the lawful criteria of processing

In compliance with this Data Privacy Policy, your personal information may be shared to third parties to enable us to process your application/business contract. These third parties are under duty of care to maintain the appropriate levels of security and confidentiality and only use the information as instructed by BCS.

## **TO WHOM DO WE SHARE YOUR PERSONAL INFORMATION**

The personal data held by BCS relating to the applicants will be kept in strictest confidence as required under the BCS Personal Data Privacy policy in accordance with the Data Privacy Act of 2012. BCS may collect information through other sources for processing and evaluating your application for employment. If your application is successful, the information will be used in the administration of your employment. BCS may provide and/or transfer such data to:

- (i) Any other departments within BCS or if necessary, with Government agencies;
- (ii) Any third party service provider who provides administrative, data processing, computer or other services to BCS.

As part of assessing your suitability to work with BCS, we may use your information to conduct background verification in accordance with BCS HR Policy. If necessary, BCS may provide your personal data to Ministries, public agencies, statutory boards or other similar organizations for evaluating your application.

If your application is unsuccessful, BCS may retain and use the information which you provided to deal with any matter which may arise in connection with your application, for purposes of contacting you in connection with ongoing recruitment opportunities, as well as for data analysis and business purposes.

In compliance with our legal obligations under the law and to various law enforcement agencies, regulatory authorities and governments around the world and their service providers for security, customs and immigration purposes, we will disclose your Personal Information upon the request of the respective authorized officers.

By submitting your information, you are giving your consent furthermore you agree to your data being used in conjunction with the recruitment / employment / business purposes. In order to maximize your opportunities to work with BCS, you are encouraged to keep the information provided to us up to date at all times. You are responsible for ensuring that the personal data is correct and true. You also have

the option to withdraw your consent anytime. Should you wish to amend your personal data kept by BCS or withdraw your consent, please send an email to BCS Personal Data Service Request Team at [Projects@bestcostsourcing.com](mailto:Projects@bestcostsourcing.com)

## **SECURITY**

We have established appropriate physical, technical, and organizational security measures to protect the Personal Information provided to us. We use several security techniques including secure servers, firewalls and encryption in safeguarding the storage of data. Personal Information is encrypted as it travels over the internet because we use a Security Sockets Layer (SSL) protocol. These safeguards are regularly reviewed to protect against unauthorized access, disclosure and improper use of your information, and to maintain the accuracy and integrity of the data. We will adapt and implement the necessary changes for security measures to ensure continuous security of your Personal Information.

## **RIGHTS OF DATA SUBJECT**

The Personal Information you have provided in the Sites shall be retained for as long as necessary to fulfill the purposes for which it was collected, to comply with our legal obligations, resolve disputes, and enforce our agreements with third parties. You may exercise your particular Right to Access, Modify and Delete the Personal Information and change marketing preferences, by contacting us through the information provided at: [projects@bestcostsourcing.com](mailto:projects@bestcostsourcing.com)

Company's discretion, we may amend, interpret, modify or withdraw any portion of this Data Privacy Policy at any time by posting updated contents on the relevant Site, and your continued use of our Sites and services constitutes your consent to those changes.