

## Privacy Statement for Recruitment Purposes

**Effective Date:** November 1, 2024

At AMS, we are committed to ensuring the privacy and protection of the personal data that we collect, process, and store during the recruitment process. This privacy policy explains how we collect, use, and protect your personal data in compliance with the terms and rules of the Digital Personal Data Protection Act, 2023, Information Technology Act, 2000 including the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 and Information Technology (Intermediary Guidelines and Digital Media Ethics Code) Rules, 2021.

### Data we collect.

We collect and process personal data provided by you when applying for a job or registering for our services or when we fetch your details from the job portals wherein you had shown your interest for new roles and opportunities. This data includes:

**Personal Identification Information:** Name, address, phone number, email address, date of birth, gender, nationality, government-issued IDs (e.g., passport, driver's license), and photographs.

**Employment Information:** CVs/resumes, cover letters, job history, references, salary expectations, qualifications, skills, certifications, job preferences, and availability.

**Sensitive Data:** Where required by law or for specific job applications, we may collect sensitive personal data such as race, ethnicity, health information, disability status, or criminal records (only where necessary and in compliance with local laws).

**References and Background Checks:** Information from references and results of background checks, including education verification, employment history, and credit or criminal record checks (where applicable).

**Technical Information:** IP address, device information, browser details, and usage data when you interact with our job portals or tools.

### How We Use Your Data

We use your personal data to:

**Recruitment and Placement:** Facilitate the recruitment process by matching you with job opportunities based on your qualifications, experience, and preferences.

**Communication:** Contact you regarding job opportunities, schedule interviews, share feedback, or provide updates on your application status.

**Client Matching:** Share relevant candidate profiles with our clients for potential employment opportunities.

**Legal and Compliance:** Comply with legal requirements related to recruitment, including equal opportunity employment laws, anti-discrimination regulations, and workplace safety regulations.

**Improvement and Analytics:** Analyse data to improve our services, refine our recruitment strategies, and ensure we are meeting client and candidate expectations.

## Data Sharing

We may share your personal data under the following circumstances:

**With Employers/Clients:** Your data may be shared with potential employers or clients for the purpose of job placement. This includes CVs, work experience, qualifications, and references.

**Third-Party Service Providers:** We may engage third-party service providers for background checks, psychometric testing, or payroll processing. They are required to comply with strict data protection policies.

**Legal Obligations:** We may disclose personal data to governmental or regulatory bodies if required by law, in response to legal requests, or to protect our legal rights.

**Corporate Transactions:** In the event of a merger, acquisition, or sale of all or part of the company, personal data may be transferred as part of the transaction.

## Legal Basis for Processing

We process your personal data on the following legal bases:

**Consent:** In most cases, we rely on your consent to process your personal data, particularly for sharing your profile with clients or performing background checks.

**Legitimate Interests:** Processing is necessary for our legitimate interests in operating our recruitment business and placing candidates in suitable roles.

**Legal Obligation:** We may process personal data to comply with legal requirements, such as employment law, tax obligations, and reporting to regulatory authorities.

**Performance of a Contract:** Data processing may be necessary for fulfilling our contractual obligations with you, such as providing recruitment services.

## Data Security

We employ technical and organizational security measures to protect your personal data from unauthorized access, disclosure, or destruction. These measures include:

**Encryption:** Sensitive data is encrypted during transmission and storage.



**Access Controls:** Access to personal data is limited to authorized personnel who require it for their work.

## Data Retention

We retain your personal data for as long as is necessary to fulfill the purposes outlined in this privacy statement, unless a longer retention period is required by law. This may include:

**Active Recruitment:** We retain data as long as you are actively engaged in the recruitment process or have opted into receiving notifications about job opportunities.

**Inactive Accounts:** Personal data will be archived after a period of inactivity, and you may request the deletion of your information at any time.

**Legal Obligations:** Certain data may be retained for legal, tax, or regulatory purposes, even after your involvement with us has ended.

## Your Data Privacy Rights

You have the following rights concerning your personal data:

**Access:** You have the right to access the personal data we hold about you and obtain a copy of it.

**Rectification:** You can request that we correct any inaccurate or incomplete data.

**Erasure:** Under certain conditions, you may request the deletion of your personal data.

**Objection:** You can object to the processing of your personal data in certain cases, such as when it is processed based on legitimate interest.

**Withdraw Consent:** Where we rely on consent, you have the right to withdraw it at any time.

To exercise any of these rights, please submit a request using our individual rights online request form [here](#).

## International Transfers

In some cases, we may transfer your personal data to countries outside your own, including countries that do not offer the same level of data protection as your country of residence. We will ensure that appropriate safeguards are in place, such as Standard Contractual Clauses (SCCs), to protect your data in such transfers.

## Changes to this Privacy Policy

We may update this privacy policy from time to time to reflect changes in legal requirements, our data handling practices, or the services we offer. You will be notified of any significant changes either via email or through our website.



## Contact Us

AMS Privacy Office is globally managed, for any clarifications and/or questions, please reach out to [dataprotection@weareams.com](mailto:dataprotection@weareams.com)