

## RECRUITMENT POLICY

This document explains how Glory Global Solutions may process your personal data and the rights you have in this respect as well as information on equal opportunities and other terms relevant to your application.

## RECRUITMENT PRIVACY NOTICE

This Privacy Notice describes how Glory Global Solutions (International) Limited and its parent, subsidiaries and affiliates, referred to as "Glory", collects, processes, uses and discloses your personal information for the purposes of registering and applying for employment. It covers times when you contact us, use our services or interact with our websites, such as [www.glory-global.com](http://www.glory-global.com) (the 'Site').

The provision of personal information through this Site is subject to this Privacy Notice.

This Site is operated by Glory in order to support the recruitment functions of Glory and its subsidiaries and affiliates. In relevant parts, this Privacy Notice may refer to Glory, its parent, and its subsidiaries and affiliates collectively as "Glory" or distinguish among them separately.

This notice addresses only the policy of the <https://www.glory-global.com> website and not sites that users access via links from our site. Often links to other websites are provided solely as pointers to information on topics that may be useful to our visitors. Users are advised to review the privacy notices of other websites.

## WHAT INFORMATION DO WE COLLECT?

During the recruitment process, Glory will collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- any disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the country you are applying for a role in.

It would also include any other information you choose to provide as part of your employment application.

We may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers.

You are responsible for the content of the information you provide to us and you must ensure it is *legal, honest, truthful, accurate and not misleading in any way.*

## **HOW WILL THE SUBMITTED PERSONAL INFORMATION BE USED?**

The information that you submit on the Site will be stored (on servers) in the United States of America (“USA”), accessible to other relevant jurisdiction(s) if, for example, the position relates to one of Glory’ affiliated entities outside of the USA. Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Personal information submitted on this Site will be reviewed and processed for the purposes below by employees, consultants and/or service providers of Glory legal entities around the world. Please note that the laws regarding personal information in some of the jurisdictions involved may be less stringent than the laws of the country in which you reside. However, we require employees, consultants, and/or service providers who process personal information received on this Site to abide by terms of this Privacy Notice.

Glory will use the personal information you provide to:

- process your application;
- communicate with you from time to time;
- comply with any applicable law or regulation;
- manage the relationship between you and Glory;
- effectuate services relevant to processing the application or for data management purposes, whether provided by a Glory company or a third party; and
- communicate with credit reference and information agencies in as far as this is acceptable under the legislation of the country/state in which you reside.

Glory has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Glory may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

## **WHO WILL HAVE ACCESS TO PERSONAL INFORMATION?**

Access to personal information about you will be limited to those Glory employees or agents who have a business need to access such personal information and may include: *recruiters, human resources personnel, technical services personnel, managers, and/or their respective designees.*

Glory will not share your personal information with unrelated third parties nor sell or disclose information about you without your explicit consent. We may share personal information about you with selected service providers or consultants acting on our behalf, such as third parties assisting Glory with the operation of the Site. Third parties who are permitted to process personal information

received through this Site will be required to protect personal information consistently with the terms of this Privacy Notice.

Glory may also disclose personal information about you in order to:

1. protect the legal rights, privacy or safety of Glory or its employees,
2. agents and contractors;
3. protect the safety and security of visitors to our websites or other properties;
4. protect against fraud or other illegal activity or for risk management purposes;
5. respond to inquiries or requests from public authorities;
6. permit us to pursue available remedies or limit the damages that we may sustain;
7. enforce our Terms of Service; or
8. comply with other law or legal process.

## **DATA RETENTION**

We will securely retain your personal information for as long as is reasonably necessary for the purposes stated in this Privacy Notice and in accordance with applicable law. If your application is unsuccessful, Glory may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

## **USE OF COOKIES**

Cookies are small files which are sent to your Web browser and stored on your computer's hard drive. Their purpose is to help analyse web traffic. You may set your Web browser to notify you of cookie placement requests or to decline cookies completely. You can delete the files that contain cookies, those files are stored as part of your internet browser. Glory does not use cookies on this Site to track browser activities outside of this Site.

## **SECURITY**

We have implemented technology and policies with the objective of protecting your personal information from unauthorised access and improper use and will update these measures as new technology becomes available, as appropriate.

## **INTERNATIONAL TRANSFERS**

To provide this service, you acknowledge that we may share your personal information among members of the Glory Group, which may be located in countries outside of your own. Although the data protection laws of these various countries may differ from those in your own country, we will take appropriate steps to ensure that your personal information is handled as described in this Privacy Notice and in accordance with the law. Glory uses approved Model Contractual Clauses for the international transfer of personal information collected in the European Economic Area and Switzerland.

## **YOUR RIGHTS**

You may access, review, update, rectify, and delete any personal information we hold about you, or exercise any other data subject right available to you under the applicable Data Protection

legislation by emailing us at [global.recruitment@glory-global.com](mailto:global.recruitment@glory-global.com). Our team will examine your request and respond to you as quickly as possible.

If you are concerned that we have not complied with your legal rights or applicable privacy laws, you may contact the Information Commissioner's Office ([www.ico.gov.uk](http://www.ico.gov.uk)) (which is the regulator responsible for data protection in the United Kingdom, where Glory Global Solutions is located). Alternatively, if you are located outside of the United Kingdom, you may contact your local data protection authority.

#### **WHAT IF I HAVE QUESTIONS ABOUT THIS PRIVACY NOTICE?**

If you have any questions about this Privacy Notice or about your personal data, please email us at [DPO@Glory-Global.com](mailto:DPO@Glory-Global.com) or write to us at the following address:

Data Protection Officer  
Glory Global Solutions  
Infinity View  
1 Hazelwood  
Lime Tree Way  
Chineham  
Basingstoke  
Hampshire, RG24 8WZ

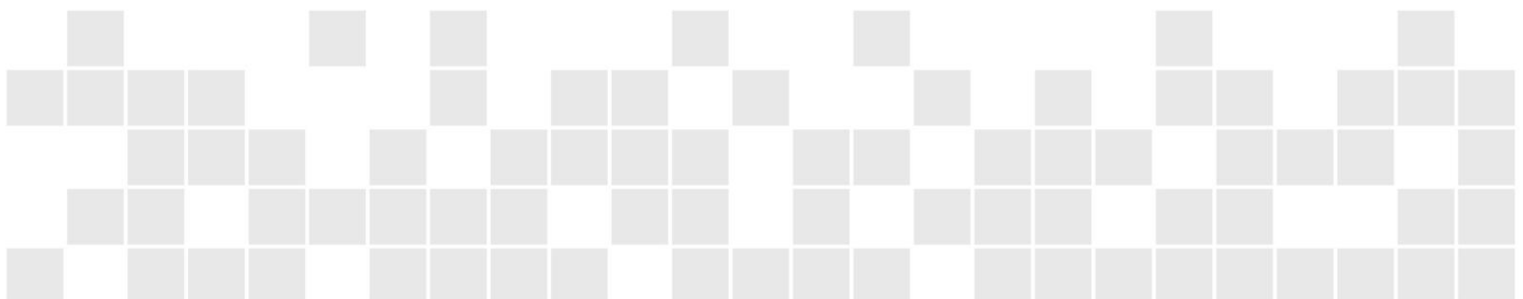
#### **WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?**

You are under no statutory or contractual obligation to provide data to Glory during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

#### **PERIODIC POLICY CHANGES**

Please note that Glory reviews its privacy practices from time-to-time (i.e. to track technology and/or legal changes), and that these practices are subject to change.

This Privacy Notice is made in the name of Glory and is effective as of April 30, 2018. This statement does not create an agreement between Glory and users, and as such, does not create any legal rights for any party.



## **ADDITIONAL TERMS:**

### **DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY**

Glory is an equal opportunity employer, which means we offer equal treatment to all applicants. Glory does not discriminate, either directly or indirectly, on the grounds of sex, sexual orientation, transsexuality, race, ethnic origin, religion, religious belief, disability, marital status, creed, nationality, national origin, colour, age, or any other legally protected category ("Protected Information") in any area of recruitment. In some countries we ask applicants for Protected Information for the purpose of monitoring equal opportunity. This information will be recorded and separated from your application before the selection process begins. In some countries we ask our applicants for Protected Information where this information is required by local law. If you have a disability and would like to indicate as part of your application any relevant effects of your disability and any adjustment which you consider should reasonably be made to the process to assist your application, please do so in the relevant field during the application process.

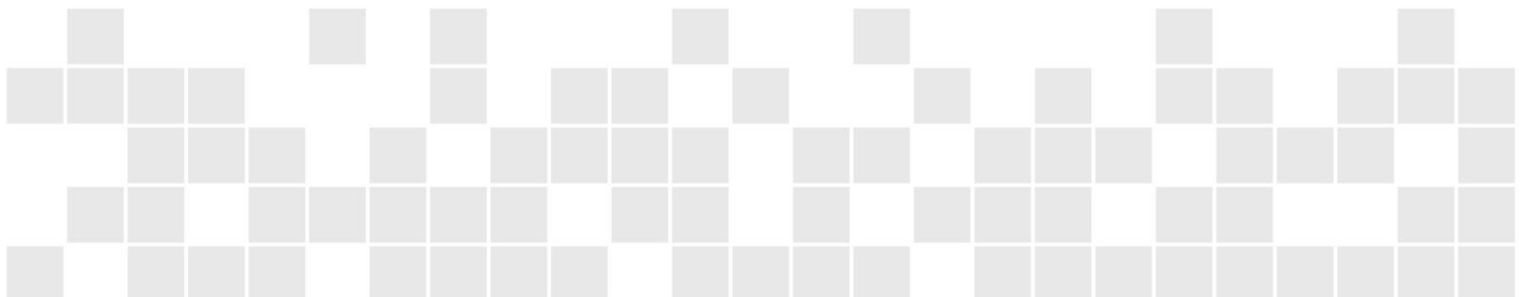
### **NO OFFER OF EMPLOYMENT**

This Site does not constitute an offer or promise of employment with respect to any employment position posted or described on this Site. Glory may eliminate, modify or change without notice any aspect(s) of the employment positions, compensation, and benefit plans described herein. This Site provides descriptions of possible roles within Glory and the Site does not provide binding offers, terms or conditions of employment. Any employment offer that may ensue as a result of the identification of a potential opportunity by a user, or submission of information to Glory, is in accordance with the specific terms of that offer, and not based in any way upon the description of the opportunity on this Site.

### **LAW APPLICABLE TO JOB APPLICATION**

This Site allows you to apply for jobs based in countries (or territories) other than the country where you are resident or from which you make your application. Job requisitions posted on this Site will be governed by the laws of the country where the job is located. By applying for a job through this Site, you accept that:

- (i) the laws of the country where the job is located will have exclusive jurisdiction over any disputes arising from your application;
- (ii) the laws of the country where the job is located shall apply to your application; and
- (iii) Glory including the local Glory entities in the country you submitted your application from, is not responsible or liable for the prerequisites or limitations your application is subject to under the laws of the country where the job is located. Your personal data that you provided will be used for hiring purpose only, and not for any other purposes.



If you currently work for a Glory business unit, you must be eligible under the applicable policies for that unit to apply for a position in a different business unit within Glory. If you accept such a position, the benefits programs and Human Resources policies applicable to you in the new position may change. Please consult with your current Human Resources representative regarding application eligibility and the benefit programs and HR policies applicable to the new position.

This Site is not intended for distribution to, or use by, any person or entity in any jurisdiction or country where such distribution or use would be contrary to local law or regulation.

**SPECIAL NOTE:**

We encourage you to read this Recruitment Policy before using our Site. By using the Site, you agree to the terms and conditions of this Recruitment Policy. If you have any concerns or wish to discuss this Recruitment Policy prior to submitting an application please email us at [global.recruitment@glory-global.com](mailto:global.recruitment@glory-global.com).

