

Job Applicant Privacy Notice

Introduction

Personal information is top priority to FSDH group of companies, and we are committed to protecting your personal information.

This Privacy Policy ("the Policy" or "Privacy Policy") relates to all personal information collected from you (online or offline) in connection with your application for a job with FSDH group of companies (hereafter: "FSDH", "we", "us", or "our"). In this Policy, references to "you" or "your" can refer to any job applicant.

This policy outlines the obligations of FSDH as a prospective employer, in terms of data protection and privacy. By accepting the terms and conditions when applying to work with us, you are consenting to this policy.

Information Collected

We collect information from you in connection with your application. Information we collect includes:

- Your name, address, telephone number, e-mail address and other contact information
- Job application information, such as academic and professional qualifications, CV/résumé and employment references, cover letters, information from interviews, and any other information you provide to us in support of and during the recruitment process
- Information on your acquired skills;
- Any other information you elect to provide to us (e.g., employment preferences, willingness to relocate, current salary, desired salary, awards or professional memberships)
- Documents you provide to us in support of and during the recruitment process.

In certain cases, we may ask questions around state of origin and gender, for the monitoring of equal opportunity compliance. We may also inquire about criminal records, where permitted by applicable law. In all cases, we will handle such sensitive information in accordance with applicable laws.

Any information you submit through the Careers section of the website <https://www.fsdhgroup.com/> must be accurate and complete. Purposely submitting inaccurate, incomplete, or misleading information may lead to rejection of your application during the application process or, if identified after employed with the company, disciplinary action including immediate termination of employment.

If you provide us with personal information of a reference or any other individual as part of your application, it is your responsibility to obtain consent from that individual prior to providing the information to us.

Information from Other Sources

FSDH may also collect information about you from third parties or public sources as needed to support our recruitment process. Other sources include:

- Your referees;
- Previous employers;
- Educational institutions you attended.

Legal Basis for Collecting and Processing your Personal Information

We collect and process information about you for one or more of these reasons:

- Performance of a contractual agreement: Because this information is necessary to take steps at your request prior to your employment.
- Fulfilment of a legitimate interest: Because this information is of particular importance to us, and we have a specific legitimate interest under law to process it
- Consent of the applicant: Because you voluntarily provide this information and consent for us to process it
- Compliance with a legal obligation: To comply with a legal obligation.
- Compliance with processing in the public interest: e.g. Processing data based on law enforcement agency's request

Operational basis for Collecting and Processing your Personal Information

Purposes of Processing

We collect and process information about you to assess your capabilities and qualifications for a job. We will engage in these activities to manage our prospective contractual relationship with you, based on our legitimate interests:

- Determining the applicant's qualifications, skills and background for a particular position
- Determining the applicant's right to work
- Conducting background checks and similar inquiries in compliance with applicable laws
- Communicating with an applicant during the recruitment process
- Carrying out functions in relation to an applicant's future employment
- Managing and improving FSDH's recruitment process.

Information Sharing

From time to time, we may make personal data available to other entities within FSDH and to other parties:

- If we are required to do so by law, regulation or legal process (such as Central Bank of Nigeria (CBN), Securities and Exchange Commission (SEC), The Nigerian Exchange (NGX), a court order or subpoena)
- In response to requests by government agencies
- When we believe disclosure is necessary or appropriate to prevent physical harm or financial loss, or in connection with an investigation of suspected or actual illegal activity

We may disclose your personal data in the event that we sell or transfer all, or a portion of our business or assets (including in the event of a reorganization, merger, acquisition, dissolution or liquidation).

Your Rights

Subject to applicable laws and regulations, you have the following rights:

- To request a copy of the personal data processed in relation to you
- To request a correction to your personal data
- To request us to delete your personal data, for example if we no longer have a valid reason to process it
- To object to how we process your personal data
- To restrict how your personal data is processed in certain cases, such as when the accuracy of your personal data is contested
- To request a copy of the personal data you have given to us in a machine readable format
- To request the transfer of your personal data to another party
- To withdraw your consent for processing at any time and, subject to our retention policy, we will dispose of your personal data securely.

Information Retention

FSDH will retain your personal data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your personal data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies. We will retain and use your personal data to the extent necessary to comply with our contractual obligations with you. Once our contract with you has ended (e.g. following retirement or resignation), we will only retain your personal data for a period, depending on the type of personal data, and the purposes for which we hold that information.

FSDH will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period, except when this data is used to strengthen the security or to improve the functionality of our Service, or we are legally obligated to retain this data for longer periods.

Information Protection

We implement a variety of security measures to maintain the safety of your personal information data (including personal information) collected and stored on secure file servers.

Consent

You accept this Privacy Policy when you give consent upon access to our platforms, or use our services, content, features, technologies or functions offered on our website, digital platforms or visit any of our offices for official or non-official purposes. This Policy governs the use of FSDH's services and intervention projects by our users and stakeholders unless otherwise agreed through written contract. We may amend this Privacy Policy at any time by posting a revised version on our website, or placing such notice at conspicuous points at our office facilities.

Cookies and Similar Technologies

A cookie is a small text file that a web server places on your computer or device when your browser accesses a website. A web server assigns cookies uniquely to you, and only a web server in the domain that issued the cookie to you can read the cookies.

We use cookies to improve your online activity session by making navigation easier and providing important security features.

You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline some or all cookies if you prefer. You can learn more about cookies at <http://www.allaboutcookies.org/>

Changes to This Privacy Notice

Based on the changing nature of privacy laws, user needs, and our business, this privacy notice is subject to change from time to time. Any change to our Privacy Notice will be communicated on our website and will be effective as soon as published.

Accordingly, we encourage periodic reviews of this Privacy Notice for awareness of any changes that may have occurred.

Governing Law

This Privacy Policy is made pursuant to the Nigeria Data Protection Regulation (2019) or any other relevant Nigerian laws, regulations or international conventions applicable to Nigeria. Where any provision of this Policy is inconsistent with a law, regulation or convention, such provision shall be subject to the overriding law, regulation or convention.

Contact us

FSDH strives to resolve your privacy complaints and concerns as quickly as possible. If you have a concern, complaint or questions regarding this Privacy Notice, you may contact us through the following means:

Head Office: UAC House 1/5 Odunlami Street, Lagos Island, Lagos State, Nigeria.

Phone: 234-1-2702880-2

E-Mail: info@fsdhgroup.com

Web Site: <https://www.fsdhgroup.com/>