

Candidate Privacy Notice

Ncell Axiata Limited (together referred to as “Ncell Axiata”, “us” or “we” or “our”) is committed to protecting your personal data. In Ncell, we take Privacy seriously and all our activities are underpinned by our **T.R.U.S.T** principles of being Transparent, respecting your Rights, in our Use of your personal data, through robust cyber Security practices and we take due care when Transfer of data is required.

This Candidate Privacy Notice “Privacy Notice” is aimed to explain how we handle and protect your personal data in connection with Ncell’s recruitment processes and what Ncell’s data protection obligations along with your rights are. As used in this Privacy Notice, “Personal Data” means information that identifies potential candidates for employment with us. The term Candidate (referred as “Candidate” or “You”) is used in this Notice to refer to anyone who applies for a job role, or who otherwise seeks to work with or for us (whether on a permanent or temporary basis).

1. What personal data do we collect?

Ncell may collect and store your personal data in electronic or physical form, depending upon the requirement. Information may be stored at Ncell and third-party premises within IT Systems (HR Management system, e-mail, database, hard drives), document warehouses etc.

Information we collect includes, but is not limited to:

- personal details, such as name, address, telephone number, e-mail address, and other contact information
- recruitment information, such as application form (website and paper), CV, resumes, interview notes, video interviews, references from previous employer, psychometric test results
- credential information, username and password for our recruitment portal, if applicable
- identification information, such as proof of identity.

Sensitive personal data is a subset of personal data and includes ethnicity, health, , sexual orientation, as well as other categories, as prescribed by law. We shall not process sensitive personal data about you, except in accordance with the provisions prescribed by law and consent.

2. How is your personal data collected?

We collect personal data about candidates from:

- you, the candidate
- your named referees
- employment agencies and databases
- publicly accessible sources

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. By providing that personal information, you are affirming that you have obtained such consent for us to process their information and contact them as deemed necessary.

3. What do we use your personal data for?

We collect and use your personal data for various purposes, including but not limited to:

- identifying and evaluating candidates for potential employment, as well as for future roles that may become available
- record keeping in relation to recruiting and hiring
- ensuring compliance with legal/statutory requirements
- conducting background checks, as permitted by applicable law
- protecting our legal rights to the extent authorized or permitted by law or
- contacting in emergency situations where the health or safety of one or more individuals may be endangered.

4. What is the legal basis by which we process your personal data?

Our processing of your personal data for the purposes mentioned above shall be in accordance with below legal basis:

- your consent; and/or
- for the taking of steps on your request with a view to entering into a contract.

5. Who do we disclose your personal data to?

We may disclose your personal data to the below mentioned categories of third parties for carrying out few of the processing activities listed under the section 'How do we use your personal data'

- companies within the Axiata Group
- background verification vendors
- any regulatory or governmental authority or authorized bodies having jurisdiction over Ncell
- hospital assigned for pre-employment medical screening

We ensure that the above-mentioned categories of third parties shall provide an adequate level of protection to your personal data through execution of appropriate contractual agreements.

6. How do we protect your personal data?

We shall keep and process your data in a secure manner. We endeavor, where practicable to process your data in a safe environment by preventing any unauthorized or unlawful processing of data or accidental loss or destruction of, or damage to such data. We have implemented various physical, technical and administrative security measures to protect the confidentiality, integrity and availability of your data.

7. How long do we retain your personal data?

Ncell shall retain your personal data only for as long as such information is necessary for the purposes it was collected for. The retention period for storage of personal data is based on the requirements of applicable laws. However, in the absence of any relevant laws, personal data shall be stored where it is required for business purposes.

8. What are your Rights?

We respect your rights as individuals, so you are in control of your personal data. You have the below rights (in the circumstances and under the conditions, and subject to the exceptions, set out in applicable law) available to you:

- Right to access and obtain a copy of your personal data on request.
- Right to update / modify your personal data.
- Right to withdraw your consent where the processing is based on your consent.
- Right to request ceasing the processing of or processing for a specified purpose or in a specified manner.

For exercising your rights, you can reach out to us through the details under Contact Us section given below.

9. By submitting your personal data to us, you acknowledge that:

- You have read and understood this Privacy Notice and agree to the use of your personal data as set out herein
- If you fail to provide personal data when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we may not be able to process your application
- All your representations are true and correct to the best of your knowledge, and you have not knowingly omitted any related information of adverse nature. Providing any inaccurate information may make you ineligible for candidature / employment.

10. Contact Us/Complaints

If you have any questions or complaints about this notice, our privacy and information handling practices, or would like to exercise your rights as data subjects, kindly reach out to us via:



9809005000

or



data.privacy@ncell.axiata.com

11. Updates to the Privacy Notice

Ncell reserves the right to amend, modify, vary or update this Privacy Notice, at its sole discretion from time to time, as and when the need arises. The most recently published Privacy Notice shall prevail over any of its previous versions. Ncell has no obligation to inform you of any variations and you are encouraged to check this Privacy Notice from time to time to stay informed of any changes. You agree to adhere to the terms of the Privacy Notice including any variations

12. Version Info

This notice was published on 10/30/2020 and last updated on 09/30/2020.