

ADIA Candidate Privacy Notice

THE PURPOSE OF THIS NOTICE

This ADIA Candidate Privacy Notice (“**Notice**”) is to make you aware of what personal data we, Abu Dhabi Investment Authority (“**ADIA**”), need to collect, how and why your personal data will be used, how to access and update that information, and for how long it will usually be retained.

If you do join ADIA as an employee, use and retention of your personal data will be subject to ADIA’s internal policies.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application for employment with us, we may receive, collect, store, and use the following categories of personal information about you:

- Your name, address, email address, telephone/mobile number and other contact information.
- The information you have provided during the course of the recruitment process, including date of birth, gender, residency history, and nationality, employment history, qualifications, passport of you and your immediate family members and visa details along with a copy of same.
- The information you have provided to us in your curriculum vitae (CV) or resume, and covering letter, which may include work experience, education, academic transcripts and other information you provide to us in support of your application and/or the recruitment process.
- Information about your educational and professional background from publicly available sources including online, that we believe may be relevant to your application (e.g. LinkedIn profile).
- Any information you provide to us during an interview, skype/video conference call or telephone screening.
- Reference information and/or information received from background checks (where applicable).
- Information related to any assessment or testing undertaken as part of the recruitment process.
- If you are invited for an interview at our office(s) in the UAE or receive a conditional offer from us, you may need to provide additional details about you and your family, including copies of, if applicable, marriage certificate or birth certificates of family members.

With your consent, we may also collect, store and use the following “special categories” of more sensitive personal information where this is provided by you:

- Information about your religion and criminal convictions and offences.

Information you submit as part of your application must be true, accurate, complete and not misleading. You understand that any false or misleading statements or omissions made by you during the application process, including your application and any assessments and interviews, may be sufficient cause to justify the rejection of your application or, if you have already become an employee, the termination of your employment.

If you provide information about your family or any other third party to us as part of your application (e.g. emergency contacts or referees) then, before providing us with such information, you must inform the relevant individuals that you will disclose their personal data to us and provide a copy of the information in this Notice to them.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Publically available sources.
- The recruitment agency who has been in contact with you.
- Third-party service providers such as assessment service provider(s) and background check provider(s).

HOW WE WILL USE INFORMATION ABOUT YOU

Your information will be used by ADIA for the purposes of carrying out its recruitment process which includes:

- assessing your skills, qualifications, and suitability for the role for which you are applying;
- verifying your information and carrying out background and reference checks, where applicable;
- communicating with you about the recruitment process;
- assisting with obtaining visas or work permits; and/or
- complying with applicable legal or regulatory requirements.

BASIS FOR PROCESSING

Your personal data will be processed, if:

- the processing is necessary to perform our contractual obligations towards you or to take pre-contractual steps at your request, such as preparing a contract of employment for you following a decision to make you an offer of employment;
- the processing is necessary to comply with our legal or regulatory obligations;
- the processing is necessary to protect the vital interests of the relevant individual or of another natural person;
- the processing is necessary for the legitimate interests of ADIA, and does not unduly affect your interests or fundamental rights and freedoms (see below);
- the processing is necessary for the performance of a task carried out in the public interest; or
- in some cases, and if requested from you from time to time, we have obtained prior consent.

Examples of the 'legitimate interests' referred to above are:

- To determine whether a candidate or potential candidate's skills and experience are suitable for a role within ADIA, and determine whether or not to either (i) make an offer of employment with ADIA; or (ii) approach a candidate with a view to making an offer of employment with ADIA, on this basis.
- At the appropriate stage in the recruitment process (i.e. as part of making an offer of employment to you), to verify the accuracy of information you have provided to us as part of your application, including through background screening.
- To meet our corporate objectives.

To the extent that we process any special categories of data relating to you, we will do so because:

- you have given your explicit consent to us to process that information;
- the processing is necessary to carry out our obligations under applicable law; or
- the processing is necessary for the establishment, exercise or defence of a legal claim.

IF YOU FAIL TO PROVIDE PERSONAL INFORMATION

If you fail to provide information when requested, which is necessary for us to consider your application, we will not be able to process your application successfully. For example, if we require references for a role and you fail to provide us with relevant details, we will not be able to take your application further.

AUTOMATED DECISION-MAKING

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

DATA SHARING

Who has access to personal data and with whom are they shared?

Within ADIA

ADIA will share your information internally with the following people, only to the extent required to fulfil the purposes listed above:

- Employees in our HR department who have responsibility for recruitment processes.
- Employees that provide data and records management services.
- Employees in IT and system owners.
- Employees who would have managerial responsibility for you, or who might work with you.

Outside ADIA

ADIA may transfer personal data to third parties to fulfil the purposes listed above.

For instance, ADIA uses service providers who perform some of the services including performing candidate assessments or undertaking background checks on our behalf.

These service providers may be located outside the country in which you live or the United Arab Emirates or European Economic Area (EEA). All our third-party service providers are required to take appropriate security measures to protect your personal information, and to put in place suitable safeguards to ensure that any transfers of personal data are carried out in compliance with applicable data protection rules. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Additionally, ADIA may be required to disclose your personal information to external third parties such as to local authorities, courts and tribunal, regulatory bodies and/or law enforcement agencies for the purpose of complying with applicable laws and regulations, or in response to legal process.

DATA SECURITY

We regularly review and update the security measures that seek to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. These security measures have been implemented taking into account the state of the art of the technology, their cost of implementation, the risks presented by the processing and the nature of the personal data, with particular care for sensitive data.

DATA RETENTION

How long will you use my information for?

If you apply for a job at ADIA and your application is unsuccessful (or you withdraw from the process or decline our offer), ADIA will retain your information for a period of up to three (3) years. We may retain your personal information for this period so that we may consider you for a further opportunity in the future. After this period, we will securely destroy your personal information in accordance with our internal policies.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your rights in connection with personal information

You may have a right to access and to obtain a copy of your personal data as processed by ADIA. If you believe that any information we hold about you is incorrect or incomplete, you may also request the correction of your personal data.

Under certain circumstances, you may also have the right to:

- Request erasure of your personal information.
- Object to the processing of your personal information.
- Request the restriction of processing of your personal information.
- Withdraw your consent where ADIA obtained your consent to process personal data (without this withdrawal affecting the lawfulness of any processing that took place prior to the withdrawal).

ADIA will comply with such requests, as required under applicable data protection laws, but these rights are not absolute: they do not always apply and exemptions may be engaged. We will usually, in response to a request, ask you to verify your identity and/or provide information that helps us to better understand your request. If we do not comply with your request, we will explain why. If you want to exercise your rights, please contact the Data Privacy Manager listed below in writing. We will respond to any requests in accordance with applicable law.

CONTACTING US AND COMPLAINTS

If you have any questions about this Notice or how we handle your personal information, please contact the Data Privacy Manager at ADIAData.PrivacyManager@adia.ae.

UPDATES TO INFORMATION AND THIS NOTICE

In the interests of keeping personal data properly up to date and accurate, we ask you to inform us of any change in relation to your personal data (such as a change of address).

This Notice may be subject to amendments. Any future changes or additions to the processing of personal data as described in this Notice affecting you will be communicated to you through an appropriate channel, depending on how we normally communicate with you.