

Aduna Privacy Notice for Candidates

1 General

This Privacy Notice sets out your privacy rights and how we gather, use and share personal data about you in connection with your job application to Aduna Global LLC, Aduna AB, Aduna Global Poland, Aduna Global Canada or other Aduna Group entity or any of the Aduna Group of Companies (collectively “**Aduna**”).

For the purposes of applicable data protection laws, the controller of your personal data is the local Aduna entity that you have submitted a job application to. The contact details are set out at Section 9 below.

2 What type of personal data is collected and processed?

We process the following categories of personal data in connection with your job application:

- **Information you provide as part of your application.** You will provide us information about you to apply for a role or by corresponding with us by phone, e-mail or otherwise. This includes information such as your name, contact information, address, work experience, educational qualifications, government identification number, ability to work in the country for which you are applying for employment, any other information you choose to submit such as a CV (such as employment history, educational history, qualifications, and skills) and information relating to your application process (such as results of interviews, and opinions about you).
- **Information from third parties.** We receive information from third parties in connection with your application, such as referees, recruiters and organisations that provide background checks (this may include right to work and/or criminal reference checks to the extent permitted by applicable law).

2.1 Does Aduna collect sensitive data?

Where permitted by local law, you have the option of whether to provide certain sensitive personal data, such as, race or ethnic origin, or whether you have a disability, for the purposes of equal opportunities monitoring. If you decide not to provide this data, your application will not be prejudiced.

2.2 Does Aduna carry out automated decision making or profiling?

There is no automated decision making but some profiling may occur as part of the recruitment process, in talent management as well as in learning and development. E.g. job ads may be suggested to candidates based on their profile, and candidates may be suggested to hiring managers based on how they match posted jobs and related search criteria.

3 Purposes for which we process your personal data

3.1 Processing required prior to entering a contract with you or in the performance of a contract.

- To identify and evaluate candidates for employment positions.
- To determine and validate your qualifications for employment.
- To conduct background checks including, to the extent permitted under applicable law (including checking references, qualifications, criminal records checks).
- If you are a successful candidate, to create an employment record.

- To communicate with you about your job application.

3.2 Processing required for our or a third party's legitimate interests to expand our workforce, and where these interests are not overridden by your rights and interests.

- To analyse and improve our recruitment processes.
- To develop internal systems and tools used for managing and evaluating job applications.

3.3 Processing on the basis of your consent

- To the extent permitted or required by applicable law, to conduct employment and diversity monitoring

4 International data transfers

Aduna operates on a global basis and, as a result, personal data may be transferred across international borders to Aduna Group entities and to trusted third-party service providers supporting our business operations, including recruitment and human resources services.

Such transfers may involve countries outside your country of residence, including locations that may have different data protection standards. Where required under applicable data protection laws, Aduna ensures that appropriate safeguards are in place to protect personal data, such as adequacy decisions, standard contractual clauses, or other lawful transfer mechanisms.

5 Disclosures to third parties

Your personal data will also be disclosed to third parties, including the following service providers and vendors:

- recruitment agencies;
- background check providers;
- referees; and
- Professional advisors.

We will also disclose your information to third parties, in our legitimate interests to run a successful business, if we either:

- sell, transfer, merge, consolidate or re-organise any part(s) of our business, or merge with, acquire or form a joint venture with, any other business, in which case we may disclose your data to any prospective buyer, new owner, or other third party involved in such change to our business; or
- sell or transfer any of our assets, in which case the information we hold about you may be sold as part of those assets and may be transferred to any prospective buyer, new owner, or other third party involved in such sale or transfer.

6 Data Retention

Personal data may not be kept longer than necessary as regards the purpose of processing. Irrelevant or incorrect data may not be saved but must rather be corrected, updated or erased.

We retain your personal data in accordance with the appropriate statutory limitation periods as provided by local law, or in other cases, for as long as such personal data is needed for the following reasons:

- as required by law (for example labor regulations) or court order;
- as needed to defend or pursue legal claims;
- in line with industry codes of practice; and/or
- as required for legitimate business purposes.

7 Your rights

Where provided for under local applicable law, you have the right to ask us for a copy of your personal data; in certain circumstances, to correct, delete or restrict (stop any active) processing of your personal data; and to obtain the personal data you provide to us in a structured, machine readable format and to ask us to share (port) this data to another organisation.

In addition, you can object to the processing of your personal data in some circumstances (in particular, where we are not required to process your data to meet a contractual or other legal requirement). These rights may be limited, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to retain or have compelling legitimate interests in retaining.

To exercise any of these rights, or if you have any questions or a complaint pertaining to your personal data, please contact privacy@adunaglobal.com. In addition, you have the right to complain to your applicable data protection supervisory authority.

8 Updates to this Privacy Notice

This Privacy Notice will be updated from time to time to reflect developments in Aduna's operations and/or changes in applicable law and regulation. We will update the date at the start of this Privacy Notice when it is updated. Please check back frequently to see any updates or changes to this Privacy Notice.

9 Contact for further information

For any questions, requests, or complaints relating to data protection and privacy, please contact privacy@adunaglobal.com.

Last updated: October, 2026