



SABIS®

PRIVACY POLICY

SABIS® Educational Offshore S.A.L (“We”), a global education network that has an active presence in 20 countries on five continents, its affiliates, subsidiaries, and network schools around the world, adopt this policy about the privacy of Personal Data collected from users of our website careers.sabis.net.

We are committed to protecting and respecting your privacy. We would never disclose your personal data to third parties or use it for bulk mail lists or newsletters unless requested or accepted by you.

This policy (together with our Terms and Conditions) sets out the basis on which any personal data we collect from you, or that you choose to provide it to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we treat it.

DEFINITIONS

Personal Data - Under the EU’s General Data Protection Regulation (GDPR) personal data is defined as: “any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

WHAT INFORMATION DO WE COLLECT?

The personal data that would be collected covers the following types/categories of data: name, date of birth, citizenship, phone number, home address, E-mail address, passport, photo, resume, health/medical information, educational background and qualifications, professional experience so far, references, and other information related to employment history.

For applications regarding job postings in Panama, Europe, United Kingdom, and United States, we do not collect health records, date of birth, and citizenship.

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WHAT DO WE USE THE INFORMATION FOR?

Any of the personal data we collect from you and you give to us voluntarily may be used to respond to your inquiries when you submit your application for current job opportunities, and contact you for interview if you meet the requirements, and where you have consented to be contacted for such purpose. We operate globally. Your data might therefore be used globally in connection with the recruitment process.

Also, you may request us to use your data to periodically provide you with job opportunities alerts which we think may be of interest to you. This is only possible if you have activated the job alert feature).

We will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR).

We will endeavor to keep your information accurate and not keep it for longer than it is necessary. Personal data regarding unsuccessful applications would be kept 5 years in our database while personal data regarding hired candidates would be kept for 7 years' after hiring date, in an anonymous format. Viewing, editing, updating, or deletion of your data.

The special categories of personal data that may be collected and processed are health/medical information – to make all necessary arrangement for obtaining a work permit and residency for the candidate. If hired, your medical data would be used as well to take the proper action in case of any urgency. This is not applicable to application related to Europe or The United States.

Should you be selected for the position you are applying for, your data may be transferred to a new platform called SABIS® Talent that will be used for personnel administration including the establishment of a personnel record and management purposes to manage your career aspects.

The Database is powered by Lumesse. Insofar as the services of AWS (Amazon Web Services - Cloud Computing Services) as sub processor will be used for the technical maintenance, administration or processing of data, your data will be processed by these parties only to the extent necessary for ensuring a smooth and secure technical handling of the Database. AWS does not have the ability to access your personal data.

The legal basis for the processing of your personal data is the consent of the data subject.

HOW DO WE PROTECT YOUR INFORMATION?

We take reasonable precautions to secure Personal Data against accidental or unlawful destruction or loss, alteration, unauthorized disclosure or access. These precautions include technical, physical and organizational security measures, that are appropriate with the sensitivity of the information, and that ensure its ongoing confidentiality, integrity and availability.



Please be aware that the transfer of your data over the internet into and out of our Database is encrypted through a secure https connection, which prevents unauthorized third parties from accessing your data.

The security of your Personal Data is important to us and confirm that we will be using the proper security measures and procedures to help ensuring the highest level of security.

In case of any data breach, you would be informed about the breach and in a timely manner without any undue delays.

For support purposes, your personal data may be accessed by SABIS® authorized personnel and there are stringent controls in place regarding access and use of the data.

VIEWING, EDITING, OR DELETION OF YOUR PERSONAL DATA

At any point while we are in possession of or processing your personal data, you have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you by sending an email to dpo@sabis.net
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organization.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling. To efficiently process your application and meet your expectations, your application may be subject to automated filtering criteria.

You may at any time request to be provided with your submitted data in a structured, commonly used, and machine-readable format.

DISCLOSURE TO THIRD PARTIES

We operate globally. Your data might therefore be used globally in connection with the recruitment process. The information you provide may be shared and viewed by schools and entities that are members of the SABIS® School Network in connection with the recruitment process by recipient. Please use this link to access a page listing the names of schools and entities that may view your data: <https://careers.sabis.net/downloads/SABIS-Network-Link-Branded.pdf>



Personal data that is shared and/or viewed is limited to those schools and entities that are members of the SABIS® School Network unless otherwise required by applicable laws.

We will not disclose any collected information to any third party under any circumstances, unless required by law or further to your request.

YOUR CONSENT

By consenting to this privacy policy you are giving us permission to process your personal data specifically for the purposes identified.

You have the right to request the restriction or suppression of your personal data by sending an E-mail to data-protection@sabis.net

You may withdraw your consent to the processing of your data at any time by sending an E-mail to data-protection@sabis.net

You may at any time withdraw your consent for the job vacancy by clicking on the designated link that is found in the confirmation E-mail that you would be receiving after a successful application submission.

Alternatively, you may withdraw consent to the processing of your data at any time by sending an E-mail to: dpo@sabis.net. Once your consent is withdrawn, all the data submitted during the submission phase will be automatically deleted.

Please note that all processing of your personal data will cease once you have withdrawn consent but will not affect any personal data that has already been processed prior to this point.

You may as well withdraw your consent to collect and process your data in our data base. However, please understand that by withdrawing your consent you will not be able to access/use SABIS® Careers.

QUESTIONS AND ADDITIONAL INFORMATION

To express a concern, raise a question, make a complaint, object to a processing or direct marketing or to obtain additional information about the processing of Personal Data by the SABIS® global network, you should contact us by sending an E-mail to: careers@sabis.net

COMPLAINTS

You may at any time contact our DPO with regard to all issues related to processing of your personal data and to the exercise your rights.



If you consider that we did not process your personal data in accordance with the applicable regulations, you can file a complaint before the competent control authority through the websites mentioned below.

The details for each of these contacts are:

- SABIS® Data Protection Officer (DPO) contact details: dpo@sabis.net
- Supervisory Authority contact details:

Country	Supervisory Authority	Website
United Kingdom	The Information Commissioner's Office	https://ico.org.uk
Germany	Die Bundesbeauftragte für den Datenschutz und die Informationsfreiheit	https://www.bfdi.bund.de
Romania	The National Supervisory Authority for Personal Data Processing	http://www.dataprotection.ro

CHANGES TO THE POLICY

Any changes we may make to the privacy policy in the future will be posted on this page.

The Policy was last reviewed in May 2018