



# SABIS®

## PRIVACY POLICY

*Updated on August 2020*

### INTRODUCTION

SABIS® Educational Offshore S.A.L (collectively referred to as “we”, “us”, “our”, or “ours”), 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](https://careers.sabis.net).

The terms “you,” “your,” and “yours” refer to the user or viewer of the Website / Services, as applicable.

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 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.

We reserve the right to make changes periodically to this Privacy Policy at our sole discretion. Changes to the Privacy Policy will be posted on this page.

### 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”.

Processing - Any operation performed upon personal data, including but not limited to collection, storage, use, erasure, recording, disclosure, transmission, alteration, distribution, etc.

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Data Subject: Any individual whose personal data is being collected, held, or processed.

## **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, Brazil, and United States, we do not collect health records, date of birth, and citizenship.

This Privacy Policy also applies to Personal Data we collect from you via the use of cookies and related technologies to maintain an anonymized users' session, and to provide users with personalized web pages. You can control how you use cookies by adjusting the settings within your browser. For further information, please see our "Cookies Policy."

### Use of Google Analytics

The Website uses Google Analytics – a web analytics service from Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. ("Google") – to generate reports on the Website activities, which help us improve our services using active IP anonymization.

For more information about Google Analytics cookies, access the following link:

<https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage>

To opt out of Google Analytics (relating to your use of our Website), you can adjust your cookies settings, or you can download and install the Browser Plugin available by visiting: <https://tools.google.com/dlpage/gaoptout?hl=en>

## **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).

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.

The information that may be collected automatically about you through the use of cookies and related technologies is to ensure that content from our website is presented in the most effective manner for you, to administer our Website, and to perform internal statistical and trend analysis to improve the user experience and performance of our Website.

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.

## **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.

## **PERSONAL DATA ERASURE AND STORAGE DURATION**

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.

Cookies will remain stored on your device until you delete them.

## **PERSONAL DATA TRANSFER AND SHARING**

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.

## **DISCLOSURE TO THIRD PARTIES WITHOUT PREJUDICE TO THE PREVIOUS CLAUSE**

We do not disclose any collected personal data to any third party without first obtaining your consent.

However, we may be required to disclose your personal data if we receive a valid request from the police or other law enforcement agency, regulatory or government authority in your country of origin or elsewhere.

## **LEGAL BASIS FOR THE PROCESSING OF YOUR PERSONAL DATA**

We process your Personal Data if you have consented to the processing activity specifically for the purposes identified in this Privacy Policy.

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 your consent to the processing of your data at any time by sending an E-mail to [privacy@sabis.net](mailto:privacy@sabis.net).

Once your consent is withdrawn, all the data submitted during the submission phase will be deleted within one month.

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

However, please understand that by withdrawing your consent you will not be able to access/use SABIS® Careers.

## **VIEWING, EDITING, OR DELETION OF YOUR PERSONAL DATA**

In certain circumstances, you have certain rights regarding your Personal Data. A summary of each right and how you can exercise it is set out below. To exercise any of these rights, please contact us by sending an E-mail to: [privacy@sabis.net](mailto:privacy@sabis.net)

- Right of access – you have the right to request from us a copy of the Personal Data we hold about you.
- Right of rectification – you have the right to ask us to correct inaccurate or incomplete data we hold about you.
- Right to request deletion – in certain circumstances, you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – under certain conditions, you have the right to ask us to restrict the processing of your personal data.
- Right of portability – you have the right to have the data we hold about you in a structured, commonly used, and machine-readable format. You also have the right to transmit this data to another organization, where technically feasible.
- 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.
- Right to lodge a complaint – if you object to our processing of your personal data, you have the right to complain to the Data Protection Authority (DPA) in the country where you reside, or the alleged infringement of data protection laws has taken place.



## **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](mailto:careers@sabis.net)

You may at any time contact our Data Protection Officer (DPO) with regard to all issues related to processing of your personal data and to the exercise your rights by sending an E-mail to: [dpo@sabis.net](mailto:dpo@sabis.net)

## **ACCEPTANCE AND CHANGES TO THE POLICY**

By using our services, you signify your agreement to this Privacy Policy. Any changes we may make to this Privacy Policy in the future will be posted on this page.