



**RECRUITMENT PRIVACY NOTICE**

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## 1. Introduction

- 1.1. At **Mauritius Oil Refineries Ltd** (hereafter “**Moroil**”, “we”, “us”, or “our”), we value your privacy and are committed to the protection of your personal data.
- 1.2. This Recruitment Privacy Notice (“Notice”) explains how we process your personal data as per the Mauritius Data Protection Act 2017 ((hereafter referred to as the “**DPA**”).
- 1.3. We recommend you read this Privacy Notice so that you understand our approach towards the processing of your personal data.
- 1.4. This Notice applies to all job candidates of **Moroil** and describes the broadest potential use of personal data; we may make less use of your personal data than is described here.

## 2. Personal Data We Collect

- 2.1. The type of personal data we collect, and process will depend on the purpose for which it is collected. We will only collect and process data that we need for that purpose.
- 2.2. We may collect your personal data in the following ways:
  - a. **Directly from you**, for example when you give us your CV, through information you provide to us via emails, interviews;
  - b. **From third parties**, for example, professional recruiting agencies, references and/or testimonials supplied by your previous employers; and
  - c. Through technologies for instance via closed-circuit televisions (“CCTV”).
- 2.3. The types of personal data that we process are detailed below:

Categories of Personal Data	Details
Contact Details	Name, Email address, Telephone number, Mobile number, Address

Identification Details	National Identity Card Number, Passport number, Copy of Driving Licence
Individual Details	Age, Gender, Nationality
Educational and Professional Background	CV/ Resumés, Academic and Professional Qualifications, Employment history and past employers’ testimonials, Testimonials, Reference letters, Motivation letters
Video Surveillance	CCTV Footage
Special Categories of Personal Data	Certificate of Character containing criminal convictions/ allegations and offences
Other	Information you choose to share with us such as your hobbies and social preferences, Interview notes

### 3. Purpose for using your personal data

- 3.1. **Moroil** will only use your personal data for the purposes for which it was collected or agreed with you.
- 3.2. We will not use your personal data for any automated individual decision making which will have a significant impact on you. If you are hired by **Moroil**, we may collect other necessary personal data in connection with your employment as described in our Employee Privacy Notice.
- 3.3. We have set out below the legal basis of processing for each purpose. Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your personal data.

Purpose of processing	Legal basis of processing
As required for the recruitment process at <b>Moroil</b> :	- Consent for collecting past employment references.

<ul style="list-style-type: none"> <li>- for communicating with you,</li> <li>- to analyse your qualifications and references and assess your suitability for the job,</li> <li>- to conduct candidate screening and assess candidate credibility,</li> <li>- to set out your job conditions,</li> <li>- to know whether there are previous criminal convictions recorded against you.</li> </ul>	<ul style="list-style-type: none"> <li>- The processing is necessary to perform a contract or to take steps at your request, before entering a contract, namely your contract of employment.</li> <li>- For our legitimate interests namely for the proper administration of our business and to ensure appropriate job candidates are being recruited.</li> <li>- The processing is necessary for the assessment of the working capacity of an employee.</li> </ul>
<p>Storing your CV and contact details for the purpose of contacting you in the event there are future job opportunities.</p>	<ul style="list-style-type: none"> <li>- Consent</li> </ul>
<p>Storing your image captured in CCTV cameras for the purpose of ensuring security within the premises of <b>Moroil</b>.</p>	<ul style="list-style-type: none"> <li>- Legitimate interest</li> </ul>

#### **4. Mandatory and Voluntary Information**

- 4.1. Some of the information we request from you may be mandatory for us to effectively assess your application. We will clearly indicate which data falls into this category during the information collection process, for example in our forms, job advertisements, amongst others. Failure to provide this obligatory information could impact the progress of your application, potentially resulting in the inability to process your application further.
- 4.2. If you choose to provide more information beyond what is required, we will evaluate its necessity for our purposes. If it is determined to be unnecessary, we will promptly delete it to ensure the protection of your privacy.

#### **5. Who has access to your personal data?**

## 5.1. Access to your personal data within Moroil

5.1.1. Employees who may have access to personal data within the Human Resources Department or other relevant departments are required to keep that data confidential.

## 5.2. Access to your personal data by third parties

5.2.1. Except as otherwise stated in this Notice or as required for legal or regulatory purposes, we treat your personal data as confidential and will not disclose it to third parties without your consent. We maintain and require our service providers to maintain, reasonable administrative, physical, and technical controls designed to protect the confidentiality and security of your personal data.

5.2.2. We may also share your personal data with public and government authorities, as required by applicable laws and regulations, for national security and/or law enforcement process.

5.2.3. For more details, please contact the Data Protection Officer (hereafter referred to as “DPO”) as per Section 12 of this Notice.

## 6. Personal Data Security

6.1. We prioritise the security of your personal data and have adopted several IT Policies to protect all information by safeguarding its confidentiality, integrity and availability and to ensure business continuity and minimise operational damage by reducing the impact of security incidents.

6.2. We have also put in place procedures to deal with any suspected data security breach and will promptly notify the Data Protection Office of any suspected breaches where we are legally required to do so.

## 7. Data Retention

7.1. **Moroil** adheres to data retention practices that are in accordance with our business requirements and provisions stipulated in the **DPA**.

- 7.2. If your employment application is unsuccessful, all personal data collected during the recruitment process will be deleted upon candidate rejection. **Moroil** may retain your CV on file for one (1) year after the end of the relevant recruitment process in order to consider you for other job opportunities. At the end of that period, your CV will be permanently deleted or destroyed.
- 7.3. If your employment application is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your personal data will be held will be provided to you in an Employee Privacy Notice.

## **8. Transfer of Personal Data outside Mauritius**

- 8.1. In certain circumstances, your personal data may be transferred to and processed outside Mauritius. We will ensure that any such transfer is compliant with provisions stipulated in the **DPA**. If your personal data is transferred to a country that does not provide an adequate level of data protection, we will implement appropriate safeguards, such as contractual clauses, to protect your personal data.

## **9. Your Responsibilities**

- 9.1. You are responsible for the data you provide or make available to us, and you must ensure it is honest, truthful, accurate and not misleading in any way. Additionally, you are required to ensure that the data provided does not contain material that is obscene, defamatory, or infringing on any rights of any third party, does not contain malicious code, and is not otherwise legally actionable.
- 9.2. Further, if you provide data about other individuals, such as references, you are responsible for notifying them and obtaining their consent for us to collect and use that data in accordance with this Notice.

## **10. Your Rights**

10.1. You have certain rights regarding your personal data as detailed below and we are committed to respecting and facilitating the exercise of these rights:

- **Right of Access:** You have the right to request access to the personal data we hold about you. This includes the right to obtain confirmation of whether we process your personal data and to receive a copy of that information.
- **Right to Rectification:** If you believe that the personal data, we hold about you is inaccurate or incomplete, you have the right to request that we correct or update it.
- **Right to Erasure:** In certain circumstances, you may have the right to request the erasure of your personal data. This includes situations where your personal information is no longer necessary for the purposes for which it was collected, or you withdraw your consent and there is no other legal basis for processing.
- **Right to Restriction of Processing:** You have the right to request the restriction of the processing of your personal data under certain conditions. This means we will temporarily suspend the processing of your personal data, such as when you contest its accuracy or when you object to the processing.
- **Right to Data Portability:** You may have the right to request a copy of your personal information in a structured, commonly used, and machine-readable format. You also have the right to transmit this data to another data controller.
- **Right to Object:** You have the right to object to the processing of your personal data for certain reasons, such as direct marketing or legitimate interests. If you exercise this right, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds that override your interests, rights, and freedoms.
- **Right to Withdraw Consent:** If we rely on your consent as the legal basis for processing your personal data, you have the right to withdraw your consent at any time. This will not affect the lawfulness of processing based on consent before its withdrawal.

10.2. To exercise your right as a data subject, you are requested to fill out the Data Subject Right Request Form, available on site with our Data Protection Officer (hereafter “**DPO**”), and return same to the **DPO**.

10.3. You are asked to send your request with all required information, including:



- The request type – For example, are you requesting a copy of your information, the deletion or modification of your personal data; and
- All relevant information which can help to successfully respond to your request.

## **11. Queries and Complaints**

- 11.1. If you have questions or concerns about your personal data processing or wish to exercise your rights, please contact our **DPO** as detailed in Section 12. When reaching out, provide a clear and detailed description of your concerns to facilitate our understanding and prompt action.
- 11.2. The **DPO** will acknowledge receipt, investigate, and aim to respond within a specified timeframe, typically within one month, with any necessary extensions communicated.
- 11.3. If you are dissatisfied with our response, you have the option to complain to the Data Protection Office.

## **12. Contact Information**

- 12.1. For inquiries or to exercise your data protection rights, please contact our **DPO** as follows:

Email: [dpo@moroil.mu](mailto:dpo@moroil.mu)

Telephone Number: 206 9800

Address: Quay Road, Port Louis, Mauritius

## **13. Changes to this Notice**

- 13.1. We may update this Notice from time to time to reflect best practices in data management, security, and control and to ensure compliance with any changes or amendments made to the **DPA** and any laws or regulations thereof. The latest version will be made available to you on our website [www.moroil.mu](http://www.moroil.mu).