



Privacy Information Notice for Job Applicants

At Epic Foundation, we are committed to protecting the privacy and security of your personal information. This Privacy Information Notice explains how we collect, use, and protect your personal data during the recruitment process.

1. Data Controller

Epic foundation is the data controller responsible for processing your personal data. If you have any questions about this notice or how we handle your personal information, please contact us at techsupport@epic.foundation.

2. Types of Personal Data We Collect

We may collect and process the following types of personal data about you during the recruitment process:

- Contact information, including your name, address, email address, and telephone number.
- Personal details, such as your date of birth, nationality, and right to work status.
- Professional qualifications, education history, and employment history.
- Information provided in your CV, cover letter, and application form.
- References from previous employers or academic institutions.
- Any other information you choose to provide during the recruitment process.

3. Purposes of Processing

We collect and process your personal data for the following purposes:

- To assess your suitability for employment and determine your qualifications for the position you have applied for.
- To communicate with you about your application and the recruitment process.
- To conduct background checks and verify the information you have provided.
- To comply with legal obligations and regulatory requirements.

4. Legal Basis for Processing

We process your personal data on the following legal bases:

- To perform a contract or take steps at your request before entering into a contract.
- To comply with legal obligations to which we are subject.
- To pursue our legitimate interests, such as recruiting and retaining talented employees.



5. Data Retention

We will retain your personal data for as long as necessary to fulfill the purposes outlined in this notice, unless a longer retention period is required or permitted by law.

6. Data Sharing

We may share your personal data with the following categories of recipients:

- Third-party service providers who assist us in the recruitment process, such as background check providers and recruitment agencies
- Legal and regulatory authorities, as required by law or legal process.
- Other parties with your consent or at your direction.

7. Your Rights

Under data protection law, you have the following rights in relation to your personal data:

- The right to access your personal data and receive copies of the information we hold about you.
- The right to request correction of any inaccurate or incomplete personal data.
- The right to request erasure of your personal data under certain circumstances.
- The right to object to the processing of your personal data or restrict its processing.
- The right to data portability, which allows you to receive your personal data in a structured, commonly used, and machine-readable format.

8. Contact Us

If you have any questions about this notice or would like to exercise your rights, please contact us at techsupport@epic.foundation.

9. Changes to This Notice

We may update this Privacy Information Notice from time to time to reflect changes in our privacy practices or legal requirements. We will notify you of any material changes to this notice by posting a revised version on our website or by other means as required by law.

10. Complaints

If you believe that we have not complied with your data protection rights or have concerns about our handling of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Epic Foundation

April 2, 2024