



EU and UK Privacy Notice for Applicants, Candidates, Employees and Contractors

Last Updated: *December 1, 2023*

Introduction

This notice is provided by the Everest Group (“**Everest Group**”, “**we**”, “**our**” or “**us**”) to all employment applicants, candidates, employees and contractors of Everest Group and its affiliated companies in the European Economic Area (the “**EEA**”), Switzerland, and the United Kingdom. As part of our commitment to protecting your personal data and processing it in a transparent manner, this privacy notice (“**notice**”) provides information on the personal data collected and processed by Everest Group in connection with our relationship or potential relationship with you (“**you**” or “**your**”) as an applicant, candidate, employee or contractor.

Who does this notice apply to?

If you are in EEA or UK, this Addendum applies to you. Except as otherwise modified by this notice, all provisions of the [Everest Group Global Privacy Notice for Applicants, Employees and Contractors](#) shall remain in full force and effect.

What personal data does Everest Group collect about you, and how do we use it?

The Everest Group affiliated company you are applying to controls what personal data is collected and how it is used. In some countries, this is referred to as the “controller”. To get the physical address of the Everest Group company you are applying to, please contact us at EU / UK candidate-privacy@everestgrp.com.

If you are an Applicant or Candidate? Generally, the personal data we collect from you helps us manage your recruiting and hiring process, conduct Everest Group’s businesses, and comply with Everest Group’s legal obligations. We collect and use the following categories of personal data from and about our candidates (some or all may apply to you):

- Identification data
- Contact information
- Demographic data
- Data regarding responses to screening questions
- Background check information
- Previous employment information
- Data pertaining to work preferences and abilities
- Resume data
- Information on certain health conditions (only where required by law)
- Job interview notes
- Assessment results
- Travel-related records
- Expense data

Collecting and using your data enables Everest Group to administer the recruiting process, including setting up an electronic job applicant HR file; managing your application; conducting assessments; organizing interviews; processing interview feedback; on-boarding; and conducting background checks and screening. We will process your personal data to meet recordkeeping and internal and external



reporting responsibilities. If necessary, your data will also be used in investigations and legal proceedings.

Typically, we do not use your personal data for so-called “automated decision-making”. We will inform you separately if your personal data is ever made subject to automated decision-making.

In the event of an unsuccessful application, most candidates want us to retain the data they provided so that we can contact them about other interesting job opportunities at Everest Group. To make this possible, we ask you at the point of your first application to read and consent to our Privacy Notice, and in the event if you consent, our recruiters will be able to consider and contact you for other Everest Group job opportunities. You can revoke your consent at any time by writing to us at privacy@everestgrp.com.

If you are an Employee? We may process the following types of personal data about you that are described in the notice, to the extent we obtain it in connection with your employment or other interaction with us and to the extent permitted by law. Such personal data might include: (i) your name, and contact information (i.e., local and permanent address, email address and telephone number); (ii) your date of birth, gender, social security number or taxpayer identification number; (iii) insurance information; (iv) your passport or national identity card details; (v) your country of domicile and your nationality; (vi) your unique employee identification number; and (vii) information relating to your education and employment history, including the school(s) and other colleges or universities you have attended, places where you have worked, the courses you have completed, dates of study and examination results. We also might collect and keep: (i) records relating to your work product, and other information in your employment record (including disciplinary records); (ii) information about both academic and extracurricular interests and activities; (iii) information about criminal convictions and offenses; (iv) information concerning your health and medical conditions (e.g., disability and dietary needs); (v) information about your racial or ethnic origin, religion or similar beliefs, and/or sexual orientation; and (vi) information about your personal or family circumstances. We also may collect certain banking information from you; details related to your employee benefits, including your pension and beneficiary information; your current and previous salary and other earnings (e.g., maternity pay, disability, and overtime), and the amounts you have paid in payroll taxes. The legal basis for this processing is that it is in our legitimate interest to ensure that any employee benefits offered by Everest Group in compliance to legal requirement. We might collect the details of your preferred emergency contact, including his or her name, relationship to you, and his or her contact details. Few of our physical office locations in India is enabled with facial recognition access technologies and maintains a record of facial biometric to restrict access to registered/authorized individuals to certain areas.

Where does Everest Group collect your personal data?

We obtain most of your personal data from you. We also create personal data about you in the course of the application process (for example, during interviews or via job assessments). Additionally, we collect certain types of personal data about you from third parties, including, for example, from recruitment agencies.

We generally will not access personal data about you from social media sites, unless there is a legitimate interest for us to do so and it is done in a lawful manner (for example, if the role you have applied for has a significant public-facing element to it or is involved with publicity and presenting us to the general public). Consequently, we do not routinely screen applicant’s social media profiles, but if aspects of your social media profile are brought to our attention and give rise to concerns about your suitability for the role in question, we may need to consider them.

With whom does Everest Group share your personal data?



Your personal data will only be shared within Everest Group and its affiliated companies where lawful to do so and for legitimate purposes. Everest Group takes appropriate steps to ensure that individuals who receive your data are bound to maintain confidentiality of the data. In particular, where relevant your personal data will be shared with:

- Everest Global, Inc. (Everest US), for the purposes mentioned above, as various senior executive managers and HR functions are located here
- Everest Group Consulting Limited (Everest UK)
- Everest Business Advisory India Private Limited (Everest India), for the purposes mentioned above, as various senior executive managers and HR functions are located here

If your application is unsuccessful and you have given us consent to retain your data, we will also share your personal data with recruiters within the Everest Group. In addition, we use third parties for recruitment-support services. In providing such services, these third parties process your personal data on Everest Group's behalf. For any third party that we use, we will confirm that they provide sufficient guarantees regarding the protection of your data. We will require that any third party complies with our data security standards and international transfer restrictions.

Where relevant, we will share your personal data with third parties who act as controllers in their own right for the purposes described above and in accordance with the data protection laws, including:

- HR services providers
- Insurance providers and brokers
- Governmental organizations or agencies, including law enforcement
- External advisors (such as legal advisors, accountants)
- Employee benefits providers

Does Everest Group transfer your personal data to countries outside the country/region in which you apply?

On some occasions, for example, when we or one of our service providers have employees or operate equipment in other countries, we will transfer your personal data to countries outside the country/region where you work and outside the EEA. For all such transfers, we provide appropriate safeguards through EU Standard Contractual Clauses based on the European Commission's model clauses. You can obtain a copy of any standard contractual clauses in place which relate to transfers of your personal data by contacting privacy@everestgrp.com.

The data sharing listed in this notice may involve the transfer of personal data to any country in which Everest Group or a Everest Group affiliate conducts business or has a service provider or to other countries for law enforcement purposes (including, without limitation, the United States of America and other countries whose data privacy laws are not as stringent as those in effect in the United Kingdom, Switzerland or the European Union).

How is your personal data secured?

We maintain appropriate technical and organizational measures to protect the confidentiality of your personal data, including security measures to protect against unlawful or unauthorized processing of personal data, and against the accidental loss of, or damage to, your personal data.

How long does Everest Group store your personal data?



If your application for employment is successful and you commence employment with Everest Group, your personal data will be maintained consistent with Everest Group's documents and data retention policies.

If your application for employment is not successful and you have not provided consent, we will generally keep your personal data beyond the end of the application process for a limited period of time specific to the country where the job is located (i) to meet recordkeeping requirements, and (ii) for potential use in legal proceedings. We will keep assessment data and master candidate data for a period of up to three years to avoid unreasonable duplications of recruiting efforts.

If your application for employment is not successful and you have provided consent, we will keep your data for up to seven years or as per Everest Group Document and Data Retention Policy for the purpose of considering and contacting you for future job opportunities.

What are my rights under applicable data protection laws?

In addition to the rights outlined in [Everest Group Global Privacy Notice for Applicants, Employees and Contractors](#), if you are located in the EEA or UK region, the following rights also apply:

- a. **Rights Related to Automated Decision-Making:** You have the right not to be subjected to decisions that have significant effects on you and are based solely on automated processes, including profiling. We ensure that your data is not used in such a manner that would solely rely on automated decision-making to make important determinations about you.
- b. **Rights in Employment Context:** If you are an employee or part of our workforce, you have specific data protection rights related to your employment. This includes the right to access data related to your employment, allowing you to review and verify the accuracy of such information.

EU and UK-based employees, external personnel, and job applicants (including those who work within the EU and UK or individuals who typically reside in these regions but are working abroad) have the option to direct inquiries regarding our personal data handling to our Data Protection Officer at privacy@everestgrp.com.

While we strive to address any questions you may have, if you find that your concerns remain unresolved, you retain the right to file a complaint with the relevant data protection supervisory authority in the EU and UK.

For Complaint, how to contact us?

You also have the right to lodge a complaint with a supervisory authority, in particular that in your Member State of residence, where applicable. If you wish to exercise any of these rights you may do so by sending an email to privacy@everestgrp.com a written request to Everest Group, clearly marked "EU/UK Individual Rights" and sent to the following address:

Office of the Data Protection Officer:

Everest Group, 700 Central Expy S, Suite 400, Allen, TX 75013.

You can also exercise your rights by clicking on the [Data Rights - Everest Group \(everestgrp.com\)](#). We may provide additional ways for you to exercise your rights from time to time.



If we reach out to you regarding potential future opportunities that align with your profile, you maintain the right to express your objection and choose to no longer receive such updates at any point. Additionally, you retain the right to object to the processing of your personal data when the processing is based on our legitimate interests.

For questions and queries, where to contact us?

If you have any questions or concerns about your privacy, please contact your Everest Group hiring entity contact (or the respective data protection officer, where appointed) or send an email to EU-UK candidate-privacy@everestgrp.com.

Our business changes constantly, and our Privacy Notice will change also. You can check this notice at your convenience to see any recent changes. Unless stated otherwise, our current notice applies to all information that we have about you. We stand behind the promises we make and will not materially change our policies and practices to make them less protective of candidate personal information collected in the past.
