



General Data Protection Regulations 2018, (GDPR) Declaration

Introduction - “Data Subject” and “Data Controller” Identities

Under the requirements of the General Data Protection Regulations May 2018, the Recruitment Consultants of Sapphire Recruitment Consultants LLC have, as the defined “Data Controller” statutory obligations to ensure you, the “Data Subject”, fully understand our responsibilities in respect of the personal data which you will be required to supply during the Sapphire Recruitment Consultants registration process. The registration process being necessary for your recruitment into either “Temporary”, “Permanent” or “Temp to Perm” Employment.

The Purpose -

In order to evaluate you as an eligible candidate for any positions of employment, Sapphire Recruitment Consultants have a duty of care to ensure you have the necessary:

- Experience to fulfil the advertised employment role
- Skill sets to fulfil the advertised employment role
- Level of academic qualifications required for the position
- Personal attributes to meet the needs / demands of the role
- Suitability for working within the specified work environment

Type of Data -

In addition to the voluntary submission of your CV whilst completing a Sapphire Recruitment registration form or applying for a vacancy, you will be supplying, as defined by the GDPR regulations, “Sensitive Personal Data”. This will include: -

- Personal Details - (e.g. Name, Home Address, Nationality)
- Personal Contact Details - (e.g. Home or Mobile Phone Numbers, Email addresses)
- Employment Expectations/Requirements - (e.g. Salary, Location, Nature/Type of Work)

What Sapphire Recruitment Consultants will do with your “Sensitive Personal Data”-

All Sapphire Recruitment Personal and Employment Data is held on Sapphire Recruitments centralized CRM (Tracker RMS) database system. Located within Sapphire Recruitment offices, access is solely restricted to Sapphire Recruitment Authorised Recruitment Consultants. It follows, all submissions will at the time of registration or application and interview be scanned and uploaded on to the CRM, (Tracker RMS) system. Subsequently all paper copies of these records will, as a matter of routine be shredded.

Once your Sapphire Recruitment registration is complete any suitable employment vacancies will be discussed with you, and at this time you will be given full details of the vacancy, rates of pay,

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location and nature of the work environment along with full details of the Clients specified skills and competencies.

Should any or all of the vacancies be of interest to you, subject to your consent and approval a copy of your depersonalized CV, (All Personal Details Removed), would be submitted to the Client for their review, consideration and potential, "follow on" employment interview. Only after a successful interview and subsequent offer of employment, that is subject to your full consent and approval, will Sapphire Recruitment Consultants submit your personal details to the Clients "Data Controller", that is to conclude your successful job application and new employment offer. All such data transfer is conducted by way of encrypted software and is managed in accordance with GDPR guidelines.

The "Data Subjects" Right to Withdrawal of Consent -

In line with GPDR Regulations you as the "Data Subject" have the right to request all your personal data, held by both Sapphire Recruitment or any other external "Data Controllers" be removed/deleted from all of the respective databases.

To this end Sapphire Recruitment "Data Controllers" simply ask that you inform them by way of an email that you wish to withdraw consent for Sapphire Recruitment and/or the related Clients to continue holding your personal data. Upon receipt of this request Sapphire Recruitment "Data Controllers" will immediately delete all such data records held within the Sapphire Recruitment CRM (Tracker RMS) database and will in addition, that's via the Sapphire Recruitment CRM (Tracker RMS) database, notify any Clients to whom you have previously agreed to the submission of your personal data, that all such personal data must with immediate effect, be deleted.

Authorisation to Sapphire Recruitment Consultants / "Data Controllers" to obtain and store "Sensitive Personal Data"

I confirm my understanding of the content of this document and its directive to allow Sapphire Recruitment "Data Controllers" to obtain and archive my "Sensitive Personal Data", that is for the purpose of finding me new employment. I also understand the duties of the Sapphire Recruitment "Data Controllers" and the process by which this "Sensitive Personal Data" will be used to find me new employment.

Finally, I can confirm understanding of my right to withdraw consent for the holding of my "Sensitive Personal Data", that is at the time of my choosing.

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