

Data Protection – Talent Acquisition

As a global, technically diverse international development consulting company, Cowater International delivers results that generate positive social, economic and environmental impacts. We possess internationally recognised and award-winning experience at the policy, program, and project levels. We partner with governments, private sector actors, local communities, other development organizations and civil society groups to design and deliver impactful projects, enabling us to build strong relationships, gain a deep understanding of complex political and social dynamics and address local development needs. We are committed to bringing an adaptive and systemic outlook to solving complex development challenges and ensuring a 'do no harm' approach. We additionally uphold the principles of safeguarding and duty of care to the highest standards, ensuring the safety and security of our staff, partners, experts, and beneficiaries in all environments.

To achieve our commitments, we connect with an international network of experts to build strong teams of people with diverse mindsets, perspectives, strengths, skills, expertise, and gender.

As part of our talent acquisition process, Cowater International collects and processes personal data relating to candidates from all sources. Cowater International is committed to being transparent about how it collects and uses that data, protecting the privacy of those involved and providing a safe and secure user environment.

Therefore, the information we provide in this document is designed to help **you** understand how we use **your** information and the choices **you** have for protecting it.

Why does Cowater International process personal data?

Cowater International has a legitimate interest in processing personal data during the talent acquisition process and for keeping records of the process. Processing data from job applicants allows the company to:

- Manage and oversee fair and complete talent acquisition processes from sourcing to staffing;
- Assess and confirm a candidate's suitability for engagement; and
- Make informed decisions as to whom to offer an opportunity.

Specifically relating to our above-listed activities, Cowater International maintains a database of experts to:

- Engage registered individuals in opportunities corresponding to their field of expertise; and
- Identify possible candidates for current/future positions, bids, or projects.

Who has access to data?

Because Cowater International is a global multinational company, during the talent acquisition process your application and the personal information that you submit may be used in connection with talent acquisition processes within the Company. Cowater International may use your personal information in connection with the position for which you have expressed an interest, or to contact you in the future about other opportunities within Cowater International that match your interests, skills, and experience.

Information contained in the online platform will be accessed internally only by Cowater International staff who are involved in or support the recruitment process. Your profile may be



shared confidentially with trusted third-party companies with whom Cowater International has entered into partnerships or similar formal agreements for the expressed purpose of identification and selection of potential candidates/experts. The information you provide, however, will serve internal purposes only and will not be included in any of our formal offers, proposals, or letters of interest without your prior consent.

Cowater International has contracted a trusted Applicant Tracking System provider, JobAdder, to provide a conduit to facilitate its online talent acquisition process. At all times, the data accumulated in this platform is under the control and is owned by Cowater International. JobAdder has agreed to comply with all regulations applicable to the protection of your personal data. JobAdder will additionally not disclose any personal information to any third party.

When can you access your data?

You will have access to the information included in your online profile and will be able to, at any time, provide a new version of your CV, correct any mistakes or make any modifications, and communicate with recruiters via our online platform.

How does Cowater International protect data?

Cowater International takes the security of your personal data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, altered, misused or disclosed, and is not accessed except by our staff in the proper performance of their duties. These security measures include the following:

- Provide an individual, secured login to our online platform to ensure only the approved staff can access the information and track activities in the online platform;
- Track “consent” in the online platform to ensure that only users who consented have their personal data retained in the online platform;
- The data in the online platform is held within a European cloud location and is under the protection of GDPR.

How long does Cowater International keep talent acquisition data?

Your data will be kept in our records for a minimum of five (5) years from your last update. However, if you have been engaged (i.e. interviewed) or offered a position/engagement with Cowater International, or partners through Cowater International, your personal data will remain in our records for legal and fiscal purposes as per local and HQ laws and for audit purposes as per the procedures of our Clients.

You can request the removal of your registration and personal data from our database by sending an email to code@cowater.com. We are committed to review the request for “deletion of all personal data” within 30 days from the initial request.

What if you do not provide personal data?

During the application process we note the mandatory information that must be provided, including a copy of your CV. If you do not provide the minimum information required, the organization may not be able to process your application properly or at all.

Privacy Policy Changes



Cowater International is committed to ensuring the most secure and private operating environment for all users. We review all our policies and practices on a regular basis. Any update to this policy can be accessed on our website.

How to contact us:

If you have any additional question or concerns regarding the protection or your rights relating to personal data, or to any other processes, policies, and practices at Cowater International, do not hesitate to contact code@cowater.com. You may also complete a submission form under “whistleblower” on our website to submit a formal complaint.

