SUN DEW SOLUTIONS PRIVATE LIMITED

Recruitment Privacy Notice

Effective Date: [05/11/2026]
Last Updated: [05/11/2026]
Sun Dew Solutions Private Limited ("**Sundew**", "**Company**", "**we**", "**us** or "**our**") respects the privacy of individuals whose personal data is processed by us.

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1. Recruitment Through the Website Career Page

Sun Dew Solutions Private Limited ("Sundew", "Company", "We", "Us" or "Our") respects the privacy of individuals who apply for employment opportunities through the **Sundew website**.
This Recruitment Privacy Policy explains how Sundew collects, uses, processes, stores, retains and protects the personal data submitted by candidates through the recruitment section of the Sundew website in connection with current job openings.
This Policy applies specifically to personal data collected through the **Sundew website's job application process** and covers the processing of candidate information for recruitment, evaluation and selection for the position applied for.
Where a candidate separately provides consent for consideration for future employment opportunities, this Policy also applies to the retention and use of the candidate's personal data for that specific purpose.

2. Personal Data We Collect

Depending on the requirements of the position, Sundew may collect the following personal data through the website recruitment form:

2.1 Identification and Contact Information

- Name;
- Email address;
- Mobile/telephone number; and
- Address and location.

2.2 Professional Information

- Total work experience;
- Current organisation;
- Current designation;
- Previous employment information, where provided;
- Professional experience;
- Skills and areas of expertise; and
- Other professional information provided in the application.

2.3 Qualification and Application Information

- CV/resume;
- Educational and professional qualifications;
- Certifications and supporting documents;
- Information provided in the application form; and
- Other information voluntarily provided by the candidate that is relevant to the position applied for.

Sundew will seek to collect personal data that is relevant and reasonably necessary for the recruitment process.

3. How We Collect Your Personal Data

Sundew collects candidate personal data directly from the candidate through the **job application form available on the Sundew website**.

The information may be provided by the candidate through the application form, CV/resume upload, certification upload and other fields made available as part of the online application process.

4. Purpose of Processing

Sundew may process the personal data collected through the website recruitment process for the following purposes:

- To receive and manage the candidate's application;
- To evaluate the candidate's qualifications, experience, skills and suitability for the position applied for;
- To review the candidate's CV/resume and supporting information;
- To shortlist candidates;
- To communicate with candidates regarding their application;
- To schedule interviews or other recruitment activities, where applicable;
- To request additional information where required for recruitment purposes;
- To make recruitment and selection decisions;
- To communicate the outcome of the recruitment process;
- To maintain appropriate recruitment records; and
- Where the candidate has provided separate consent, to retain and consider the candidate's profile for suitable future employment opportunities.

Sundew will not use the candidate's personal data for purposes unrelated to the recruitment process unless such processing is permitted or required under applicable law.

5. Processing for the Current Job Vacancy

When a candidate submits an application for a particular vacancy through the Sundew website, Sundew may process the personal data provided by the candidate to evaluate and manage that application.
This may include reviewing the candidates:

- Work experience;
- Current organisation and designation;
- Skills and areas of expertise;
- Qualifications and certifications;
- CV/resume; and
- Other information relevant to the requirements of the position.

The personal data may be accessed by authorised personnel within Sundew who are involved in the recruitment and selection process.
Submission of an application does not guarantee selection or employment.

6. Future Employment Opportunities

A candidate who applies for a current vacancy may also be considered for suitable employment opportunities that may arise in the future.
Where Sundew wishes to retain and use a candidate's personal data for this additional purpose, **separate and voluntary consent** will be obtained from the candidate.
Where such consent is provided, Sundew may retain the candidate's CV/resume and relevant recruitment information for the purpose of considering the candidate for suitable future employment opportunities.
Future recruitment consent is optional and is **not a condition for applying for or being considered for the current vacancy**.

7. Retention for Future Employment Opportunities

Where a candidate provides consent for future employment opportunities, Sundew may retain the candidate's relevant recruitment information for **up to 12 months from the date of consent**.
During this period, Sundew may review the candidate's profile against suitable future vacancies and may contact the candidate regarding an employment opportunity that may be relevant to the candidate's qualifications, experience or skills.

The 12-month period is the retention period defined by Sundew for this future recruitment purpose.
At the end of the applicable retention period, the relevant personal data will be securely deleted or anonymised, unless further retention is required or permitted under applicable law.

8. Candidates Not Selected for the Current Vacancy

Where a candidate is not selected for the position applied for, Sundew will handle the candidate's personal data based on the applicable recruitment purpose and the candidate's choice regarding future employment opportunities.

- **Where Future Recruitment Consent Has Been Provided**
  If the candidate has provided separate consent for future employment opportunities, Sundew may retain the candidate's CV and relevant recruitment information for up to **12 months** for consideration against suitable future vacancies.
- **Where Future Recruitment Consent Has Not Been Provided**
  If the candidate has not provided consent for future employment opportunities, Sundew will retain the candidate's personal data only for the period reasonably necessary to complete and document the current recruitment process, subject to any applicable legal or other permitted retention requirements.

The candidate's CV will not be retained for future recruitment purposes without the applicable consent.

9. Sharing and Disclosure of Personal Data

Candidate personal data collected through the Sundew website may be accessed by authorised personnel within Sundew who require the information for recruitment and selection purposes.
This may include:

- Human Resources personnel;
- Hiring managers;
- Relevant department heads; and
- Other authorised Sundew personnel involved in the recruitment process.

Sundew will not sell, rent or commercially trade candidate personal data.
Candidate personal data will not be disclosed to external parties for unrelated marketing purposes.
Where disclosure is required by applicable law or by a lawful order or request of a competent authority, Sundew may disclose the relevant personal data as required or permitted by law.

10. Data Security

Sundew recognises the importance of protecting candidate personal data and maintains reasonable technical and organisational security measures to protect such data against unauthorised access, disclosure, alteration, loss, misuse or destruction.
Access to candidate information is restricted to authorised personnel who require the information for recruitment-related purposes.
Sundew will take reasonable steps to ensure that candidate personal data is handled securely throughout the recruitment process and retained only for the applicable period.

11. Withdrawal of Future Recruitment Consent

Where a candidate has provided separate consent for future employment opportunities, the candidate may withdraw that consent at any time.
The detailed mechanism for withdrawing future recruitment consent is provided in the **Future Employment Opportunities Consent Form**.
Withdrawal of consent will not affect the lawfulness of processing carried out before the withdrawal.
Following withdrawal, Sundew will cease further processing of the candidate's personal data for future recruitment purposes based on that consent, subject to any processing or retention required or permitted under applicable law.

12. Candidate Privacy Rights

Subject to applicable law, candidates may have the following rights in relation to their personal data:

- The right to obtain information about their personal data being processed;
- The right to request correction, completion or updating of inaccurate or incomplete personal data;
- The right to request erasure of personal data, where applicable;
- The right to withdraw consent where processing is based on consent;
- The right to grievance redressal; and
- The right to nominate another individual, where applicable under the applicable data protection law.

These rights may be subject to conditions and limitations prescribed under applicable law.

13. Accuracy of Information

Candidates are responsible for ensuring that the personal data and other information provided through the application form and submitted documents is accurate, complete and not misleading.
Where a candidate becomes aware that information provided to Sundew is inaccurate or incomplete, the candidate may contact Sundew using the details provided in this Policy.

14. Changes to this Recruitment Privacy Policy

Sundew may update this Recruitment Privacy Policy from time to time to reflect changes in its recruitment practices, applicable law, regulatory requirements or internal privacy procedures.
Where changes materially affect the manner in which candidate personal data is processed and additional notice or consent is required, Sundew will take appropriate steps to provide such notice or obtain such consent.
The updated version of this Policy will be made available through the relevant recruitment section of the Sundew website.

15. Contact and Grievance Redressal

If you have any questions, requests or grievances concerning the processing of your personal data in connection with recruitment through the Sundew website, you may contact:
Data Privacy Lead:
Sun Dew Solutions Private Limited
Email: data.privacy@sundewsolutions.com
Subject: Recruitment Data Privacy / Grievance