

MANAGEMENT OPERATING PROCEDURE P-2Ph

PROCEDURE: P-2Ph Privacy notice for job candidates

CORRESPONDING POLICY: P-2 Risk management

STANDARDS ADOPTED BY THE BOARD TO IMPLEMENT THIS PROCEDURE:

At ECE, we are committed to protecting the privacy and security of personal information. This Privacy Notice for Job Candidates outlines our practices for collecting, using, and safeguarding the personal information of individuals applying for employment with ECE. Our goal is to ensure transparency and compliance with applicable data protection laws while fostering trust and confidence in our recruitment process.

PROCEDURE:

What Information We Collect

We may collect, store, and use the following categories of personal information about you, that includes, but not may not be limited to:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Gender.
- Employment history.
- Educational and training history.
- Qualifications.
- Recruitment information (including copies of right to work documentation, references, and other information included in a CV or cover letter or as part of the application process).
- Information about your current level of remuneration, including benefit entitlements.
- Information about your entitlement to work in the country.

How We Collect Your Information

We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agencies.
- Your named referees.
- From publicly accessible sources, such as LinkedIn.

How We Use Your Information

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

Data Sharing

We may share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you, or where we have another legitimate interest in doing so. We require third parties to respect the security of your data and to treat it in accordance with the law.

Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorized way, altered, or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors, and other third parties who have a business need to know.

Data Retention

We will only retain your personal information for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Your Rights

Under certain circumstances, by law, you have the right to:

- Request access to your personal information.
- Request correction of the personal information that we hold about you.
- Request erasure of your personal information.
- Object to processing of your personal information.
- Request the restriction of processing of your personal information.
- Request the transfer of your personal information to another party.

This Procedure supersedes any existing Procedure, or portions thereof, which may be in conflict with the provisions of this Procedure.

I, Justin Jahnz, President/CEO of East Central Energy, do hereby certify that this procedure was adopted on November 26, 2024.

Justin Jahnz, President/CEO

Adopted as management operating procedure P-2Ph: 11/26/24	
Policy revised	