



## Global Data Protection and Privacy Policy – Ofi Services

### Global Data Protection and Privacy Policy – Ofi Services

At Ofi Services, we value and respect the privacy of everyone who interacts with us. This policy outlines how we collect, use, protect, and share the personal data you provide when applying for our job openings anywhere in the world.

#### 1. Who is responsible for processing your data?

The data controller is Ofi Services B.V., headquartered in the Netherlands, together with its affiliated entities worldwide (including, but not limited to, Benelux IT Consulting S.A.S. in Colombia and Ofi India).

For inquiries related to data protection, you can contact us at:

**[talent.culture.worklifebalance@ofiservices.com](mailto:talent.culture.worklifebalance@ofiservices.com)**

#### 2. What data do we collect?

When you apply for a job or register on our website, we may collect the following information:

- Full name
- Email address
- Phone number
- City and country of residence
- CV/resumé and any uploaded documents
- Professional profile, work experience, education, and career aspirations



### **3. What do we use your data for?**

Your personal data will be used to:

- Manage your job application process at Ofi Services
- Contact you if you progress to further stages of selection
- Maintain a global talent pool for future opportunities
- Comply with legal, contractual, and organizational requirements related to the recruitment process

### **4. What is the legal basis for processing your data?**

We process your data based on your **freely given, informed, and explicit consent**, in accordance with:

- The **General Data Protection Regulation (GDPR)** in the European Union
- The **Digital Personal Data Protection Act 2023** in India
- The **Law 1581 of 2012** in Colombia
- Other applicable local data protection laws in the countries where we operate

### **5. Do we share your information?**

Your data may be shared internally with the Global Talent and Culture team and hiring managers involved in the recruitment process, always under strict confidentiality.

We will not share your information with third parties without your consent unless legally required or necessary to complete the hiring process.



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### **6. Where and for how long do we store your data?**

Your data will be securely stored on servers located inside or outside your country of origin, using appropriate international protection standards. We will retain your information only for as long as necessary to fulfill the purposes described or for the time required by local law. You may request the deletion of your data from our talent database at any time.

### **7. What are your rights?**

As a data subject, you have the right to:

- Access your information
- Request correction, updates, or deletion of your data
- Withdraw your consent at any time
- File complaints with your local data protection authority

You may exercise your rights by contacting us at:

**[talent.culture.worklifebalance@ofiservices.com](mailto:talent.culture.worklifebalance@ofiservices.com)**

### **8. Data security**

Ofi Services implements technical, organizational, and administrative measures to protect your data against unauthorized access, loss, alteration, or misuse. Only authorized individuals within Ofi will access your data for recruitment-related purposes.



## **Global Data Protection and Privacy Policy – Ofi Services**

### **9. Changes to this policy**

We reserve the right to update this policy at any time to comply with regulatory changes or improve our internal processes. We recommend reviewing this page periodically.

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**By submitting your application or registering on our website, you accept this Data Protection and Privacy Policy and explicitly authorize Ofi Services to process your data as described above.**