

## Privacy Notice - EcoOils Group Recruitment

### What does this Privacy Notice cover?

***This notice sets out what personal data we collect, for what purposes and your rights in this respect.***

This Privacy Notice provides information about personal data which are processed by a company or companies within EcoOils that includes PT EcoOils Jaya Indonesia ('EcoOils' or 'we') which is part of the Shell group of companies ('Shell Group') in relation to individuals who apply to work for, or who attend a recruitment event or undertake an assessment with EcoOils. This includes prospective employees, interns and contractors.

For individuals who are successful in their application for employment, internship or engagement as a contractor, the Privacy Notice – EcoOils Employee, Contractor and Dependents' Personal Data available via your EcoOils HR representative will apply.

As well as this Privacy Notice, bespoke privacy notices and supplementary privacy statements may contain further information about how EcoOils is processing your personal data. In those instances, such privacy notices will be communicated to you separately.

These notices are also available from the EcoOils websites in the various locations in which we operate, in local languages and to reflect local requirements as appropriate.

This Privacy Notice explains **what** personal data we process about you, **why** we are processing your personal data and for which purposes, **how long** we hold your personal data for, **how to access and update** your personal data, as well as the options you have regarding your personal data and **where to go for further information**.

### Who is responsible for any personal data collected?

PT EcoOils Jaya Indonesia, whose address is PT EcoOils Jaya Indonesia, Jl. Beta III, Kawasan Industri Maspion, Manyasidomukti, Manyar, Kab. Gresik, Jawa Timur, Indonesia is responsible for processing your personal data, either solely or jointly with its affiliates within the Shell group of companies.

### Special Notice - if you are under 18 years old and wish to apply for an EcoOils sponsored education or innovation event

***If personal data of children is gathered this requires consent of the parent or guardian.***

Except in those cases where EcoOils organizes educational events specifically designed for children, we do not intentionally collect personal data of individuals under 18 years old. If you are under 18 years old (or a different age to reflect local legal requirement as communicated on the EcoOils website in your location) please do not send us your personal data for example, your name, address and email address. If you wish to contact EcoOils Group in a way which requires you to submit your personal data (such as for education or innovation events) please get your parent or guardian to do so on your behalf.

### What personal data do we process about you? Collection of information

***The categories of personal data we collect about you.***

We process personal information relating to individuals who apply to work for, or who attend a recruitment event and/or undertake an assessment ('Applicants').

This includes personal contact information, date of birth, whether you have the legal right to work in the country in which you have applied, your application for employment, your qualifications and experience, results of interviews and assessments.

## Specific personal data and health data

For the purposes of recruitment, specific personal data, which may include data and information relating to an individual's health, biometric data, genetic data, data of children, personal financial data, and/or any other data in accordance with the relevant laws and regulations as defined under Article 4 paragraph (4) of the Indonesian Law No.27 of 2022 regarding Personal Data Protection , may be processed only as strictly required and as permitted or required by local law for the purposes of making adjustments to the recruitment process, for assessing eligibility for positions and fitness to work and provision of facilities in the workplace to accommodate health problems or for the establishment, exercise or defense of claims.

In addition, in order to ensure equal employment opportunities as permitted or required by local law, we may also gather additional specific personal data regarding Applicants, including their nationality, racial and/or ethnic origin.

### For what purposes do we process your personal data?

#### *The purposes for which we process your personal data.*

We process your personal data for the following purposes:

- **Human Resources, personnel management, business process execution and internal management** - including resource planning, and recruitment;
- **Health, safety and security** - including protection of an individual's life or health, occupational health and safety, protection of EcoOils assets and staff, authentication of individual status and access rights;
- **Legal and/or regulatory compliance** - including compliance with legal or regulatory requirements; or
- **Management reporting and analysis** - including statistical analysis and surveys regarding the quality of the recruitment process.

#### **We may also process your personal data for a secondary purpose where it is closely related, such as:**

- storing, deleting or anonymising your personal data;
- fraud prevention, audits, investigations, dispute resolution or insurance purposes, litigation and defence of claims; or
- statistical, historical or scientific research.

## Pre-screening of Applicants

We carry out screening of all Applicants who we intend to make an offer of employment, engagement or internship (as the case may be) and prior to any offer being confirmed for the purposes of:

- verifying the information that an Applicant provides during the screening/interview process. This will include verifying information with current/previous employers and educational institutions. No steps will be taken in this respect until the Applicant confirms the verification can take place;
- screening Applicants against publicly available or government issued sanctions lists and media sources. This is to comply with legal and regulatory obligations, to protect EcoOils assets and employees/contractors and specifically to ensure that Shell Group can comply with trade control, anti-money laundering and/or bribery and corruption laws and other regulatory requirements.

## Automated decision making and profiling

All applicants must answer questions which are necessary to ensure that individuals can lawfully enter into a contract with an EcoOils company if they are successful in their application.

### **Why do we process your personal data?**

***We will only process your personal data where we have a lawful basis to do so.***

We only process personal data of Applicants:

- in order to take steps at the request of the Applicant prior to entering into a contract;
- where it is necessary to comply with a legal obligation to which the relevant EcoOils company/companies is subject to ensure compliance with applicable employment, social security laws and regulations;
- where it is necessary for the legitimate business interests of EcoOils Group (such as ensuring compliance with legal obligations other than those related to employment or social security, the protection of EcoOils assets, reputation and EcoOils employees and contractors) except where such interests are overridden by the interests or fundamental rights and freedoms of the Applicant; or
- (only if legally required) with the explicit consent of the Applicant.

In those cases where processing is based on consent and subject to applicable local law which provides otherwise, you have the right to withdraw your consent at any time. This will not affect the validity of the processing prior to the withdrawal of consent.

### **Who will we share the personal data with?**

Your personal data are exclusively processed for the purposes referred to above and will only be shared on a strict need to know basis with:

- Other companies within the Shell group of companies, including to those which may be located outside of your location;
- Authorized third party agents, service providers, external auditors and/or subcontractors of EcoOils, and/or Shell in particular authorised third parties who carry out reference and background checks on behalf of EcoOils and/or Shell;
- A competent public authority, government, regulatory or fiscal agency where it is necessary to comply with a legal or regulatory obligation to which the relevant EcoOils and/or Shell company/companies is subject to or as permitted by applicable law; or
- Any person to whom EcoOils proposes to transfer any of its rights and/or duties.

### **Transfers of your personal data to other countries**

***Your personal data may be transferred outside of your country, subject to appropriate safeguards.***

Where your personal data have been transferred to companies within the Shell group and/or to authorized third parties located outside of your country we take organizational, contractual and legal measures to ensure that your personal data are exclusively processed for the purposes mentioned above and that adequate levels of protection have been implemented in order to safeguard your personal data. These measures include Binding Corporate Rules for transfers among the Shell group and contractual agreements which comply with local legal requirements for transfers to third parties. You can find a copy of Shell Binding Corporate Rules at [https://www.shell.co.id/en\\_id/privacy.html](https://www.shell.co.id/en_id/privacy.html) or by contacting [privacy-office-SI@shell.com](mailto:privacy-office-SI@shell.com).

### **Security of your personal data**

***EcoOils is committed to safeguarding your personal data.***

We have implemented technology and policies with the objective of protecting your privacy from unauthorised access and improper use and will update these measures as new technology becomes available, as appropriate.

**How long do you hold my personal data for?**

***EcoOils only holds your personal data for a defined period of time***

Subject to different retention periods set out in the privacy notice in your location, we hold personal data of unsuccessful Applicants for at least six (6) months but no longer than two years after the recruitment process or assessment has been completed.

If you are successful in your application, the personal data gathered through the recruitment process will be retained in line with the Privacy Notice - Employee, Contractor and Dependents' Personal Data, which is available via your EcoOils HR Representative.

**What are the consequences of not providing your data?**

Personal data requested and provided by Applicants are required in order to fulfil legal requirements and/or which is required for entering into a contract with you (or in the case of a contractor your employer/service provider). Failure to provide us with the information requested which is limited to that required for these purposes will negatively affect your chances of being selected for any potential employment, engagement or internship.

**Your rights in relation to your personal data**

***Your rights and how to exercise them.***

We aim to keep our information about you as accurate as possible. You can request:

- access to your personal data;
- correction, or deletion of your personal data (but only where they are no longer required for a legitimate business purpose);
- that the processing of your personal data is restricted; and/or
- that you receive personal data that you have provided to EcoOils, in a structured, digital form to be transmitted to another party, if this is technically feasible.

To make any of these requests, please contact [HR@ecoils.com.my](mailto:HR@ecoils.com.my)

**Who can you contact if you have a query, concern, complaint, about your personal data?**

If you have any issues, queries or complaints regarding the processing of your personal data contact [HR@ecoils.com.my](mailto:HR@ecoils.com.my)

You may also contact the Shell Group Chief Privacy Officer at Shell International B.V. The Hague, The Netherlands - Trade Register, No. 27155369 Correspondence: PO Box 162, 2501 AN, The Hague.

If you are unsatisfied with the handling of your personal data by Shell, then you have the right to lodge a complaint to the Dutch Data Protection Authority whose address is Autoriteit Persoonsgegevens, PO Box

93374, 2509AJ The Hague, The Netherlands Please visit <https://autoriteitpersoonsgegevens.nl/en> for more information.

**Special Notice - For any technical issue with regards to your recruitment process or in case of questions or comments regarding job opportunities at EcoOils , please contact [HR@eco oils.com.my](mailto:HR@eco oils.com.my)**

### **Cookies and similar technologies**

*We use cookies on our websites to provide you with the best user experience possible.*

EcoOils may use cookies and similar technologies that aim to collect and store information when you visit an EcoOils website. This is to enable EcoOils to identify your internet browser and collect data on your use of our website, which pages you visit, the duration of your visits and identify these when you return so that we improve your experience when visiting our website(s). You can control and manage your cookies preferences by adjusting your browser settings or using the Shell cookies preference tool on EcoOils website - for more information, please refer to the [Shell cookie policy at \(link\)](#)

### **Changes to this Privacy Notice**

#### **This Privacy Notice is updated over time.**

This Privacy Notice may be changed over time. You are advised to regularly review this Privacy Notice for possible changes. This Privacy Notice was last updated in August 2023.