



## Job Applicant Privacy Notice

MAIV Limited

## Introduction

Maiv Limited (trade name : Rock-West) is a Company incorporated and registered under the laws of Seychelles with Company number 8425341-1 The Company is licensed and regulated as a securities dealer by the Financial Services Authority under license number SD044.

As part of any recruitment process, Rock -West collects and processes personal data relating to job applicants. The Company is committed to being transparent about how it collects and uses that data and to meet its data protection obligations.

## Objective of the Document

This Privacy Notice is provided to you because of your interaction with our website, your application for employment with us, or if we reach out to you for additional information about our candidates. It informs you about how and why your personal data will be utilized and offers you specific information required by the General Data Protection Regulation (EU) 2016/679 (GDPR).

We highly value your privacy and are dedicated to safeguarding your data privacy rights. This Privacy Notice may be updated periodically.

We pledge to adhere to data protection laws and principles, ensuring that your data will be:

- Utilized lawfully, fairly, and transparently;
- Collected only for legitimate purposes clearly communicated to you and not used in ways incompatible with those purposes;
- Relevant and limited to the purposes disclosed to you;
- Accurate and kept up to date;
- Retained only for as long as necessary for the disclosed purpose;
- Securely maintained.

By providing us with your personal data, you confirm that:

- You have comprehensively understood the contents of this Privacy Notice and agree to the usage of your personal data as outlined herein;
- While you are not obligated to provide any requested information, failure to do so may result in the discontinuation of your candidacy for the job you have applied for;
- The information you provide is accurate and complete to the best of your knowledge, and you have not intentionally omitted any pertinent adverse information. Providing inaccurate information may render you ineligible for employment and/or contracting opportunities.

### What information do we collect?

Rock -West collects a range of information about you.

This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- Whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process.

Rock -West may collect this information in a variety of ways. For example:

- Data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment;
- We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and Management team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

### How we will use your personal data

We will use the personal data to:

- Store your details on our database, so that we can contact you in relation to recruitment;
- Comply with legal and regulatory requirements;
- Communicate with you about the recruitment process;
- Assess your skills, qualifications and suitability for the work or role you have applied for;
- Carry out verification checks (including liaising with your referees), as and where applicable and legal in order to verify the data you have provided us with;
- Store your details on our database, so that we can contact you in relation to recruitment;
- Track your application and keep records related to our hiring processes;

### Data Security

We have implemented adequate security measures to prevent inadvertent loss, unauthorized use, or access, alteration, or disclosure of your personal information. Moreover, we restrict access to your personal data to employees, agents,

contractors, and third parties who require it for legitimate business purposes. They are bound to process your information only as instructed and are obligated to maintain its confidentiality.

Furthermore, we have established protocols to address any suspected breaches of data security.

### Retention of Information

Upon acceptance of our offer following a successful application, any personal data gathered during your recruitment process will be incorporated into your records and kept in accordance with the specific requirements of your country and the privacy notice applicable to Rock-West employees and staff members, which will be provided during onboarding.

We will retain your personal information for a duration of 2 years after communicating our decision not to proceed with your application, enabling us to contact you regarding relevant job opportunities in the future. Should you prefer not to be considered for such opportunities, you can request the removal of your candidate profile by emailing [dpo@rock-west.com](mailto:dpo@rock-west.com).

Following this period, we will securely dispose of your personal information in line with our data retention policy, unless legal obligations mandate its preservation (e.g., for legal claims, demonstrating non-discrimination against candidates, or ensuring fair and transparent recruitment processes). In certain cases, your personal data may be anonymized for research or statistical purposes, disconnecting it from your identity.

### Your obligations

Please be informed that the Company retains the right to modify and/or retract an available position at any given time, without any prior notice.

Furthermore, prior to applying for a position, you are requested to review our data privacy policy, which delineates in detail the conditions under which the Company

holds and processes your personal data in accordance, among others, with the General Data Protection Regulation (EU) 2016/679 (GDPR).

### Our aim

As a company, we are committed to maintaining a positive and productive work environment that promotes fairness, respect, and integrity. In the context of the above effort, we strive to operate as an equal opportunity employer, adhering to principles that promote fairness and explicitly prohibit discrimination in the workplace, regardless of any individual's characteristics.

Our aim is to ensure that every member of the Rock -West workforce is provided equal employment opportunities based solely on merit.