

Privacy Notice for Candidate Registration Form

Candidate Registration Form/ Expression of Interest — Expert Management of Business Stream Industrial Services & Cybersecurity (Global)

1. Who we are

For global Expert Management Service recruitment activities, the designated Expert Management Service entity; **TÜV International**, acts as lead controller for the operation and governance of the global candidate database:

- Registered address: Am Grauen Stein 51105 Cologne, Germany
- Data Protection / privacy contact: dataprotection@tuv.com

Your data may also be processed by other participating TÜV Rheinland group companies where this is necessary for recruitment, project staffing, client approval, HR onboarding, compliance or future-opportunity matching, as described in this notice. You may consult [here](#) the list of group companies. Participating TÜV Rheinland group companies act as independent controllers when they access and use candidate profiles for their own recruitment, staffing, project or employment opportunities.

2. Who this notice applies to

This notice applies to you when you register your details with us so that we can consider you for current and future opportunities. Depending on the role you are later matched to, you may be considered as:

- **a freelancer / contractor** providing inspection, quality or related services; or
- **a project-based fixed-term employee** engaged under an employment contract for a fixed term for the respective project specific assignment's duration issued by our HR function for the duration of a specific project.

Expert Management Service recruitment may involve different engagement models depending on the project, client requirements and local legal requirements. Therefore, when you consent to being considered for future opportunities, we may contact you about any suitable roles or projects. We will provide any additional information required before progressing with such opportunity.

3. What personal data we collect

You provide directly through the registration form

- **Identity and contact details:** first and last name, email address, mobile number (with country code), address (street, city, postal code), current location and nationality.
- **Identity and eligibility documents:** copies of documents you upload, which may include your passport or government ID, driving license, visa or residence permit and work permit.
- **Career profile and preferences:** your CV/résumé, current work type, current position and employer, current pay (amount, frequency and currency), your ideal work type, ideal position and pay expectations, and whether you are open to relocate.

- **Skills and qualifications:** level of education, key discipline, certifications and qualification documents (including the file, its expiry date and document type), references, cover letter and any contract, agreement or terms you provide.

We generate or obtain during the process

- A system-generated candidate ID and your status.
- The source through which you reached us (in this case, the candidate registration form).
- A structured profile information entered by recruiters based on your CV/résumé, documents, communications or interviews, such as education level, qualifications, certifications, years of experience, offshore-project experience or client-specific experience.
- Notes, assessments and correspondence, and the outcome of any vetting or background checks, where conducted or applicable.
- Date/time stamps and update history where you or our recruiters update your profile.

Some of the documents you upload — such as a passport, government ID, visa or residence permit — contain identity and immigration information and, depending on the laws that apply to you, may be regarded as sensitive. We collect them only to confirm your identity and your right to work, store them securely, and restrict access to those who need it. Please do not provide special categories of personal data or other sensitive information unless specifically requested and legally permitted.

4. Why we use your data and on what basis

Registering with us is voluntary. We only use your personal data where we are permitted to do so under the data protection laws that apply to you. The main reasons we use your data, and the basis for each, are set out below:

Purpose	Why we use your data
To register your details, keep your profile on our candidate database and match you to suitable current and future roles	Your consent, which you give when registering and can withdraw at any time
To contact you about opportunities that may suit your profile and preferences	Your consent, and our legitimate business interest in matching candidates to roles
To verify your identity, your right to work, your qualifications and references (including reviewing the ID, visa/permit and certification documents you upload)	Our legitimate business interest in confirming your suitability and eligibility, and to meet our legal and client requirements
To put you forward to an end client/operator for a role and to support their approval or qualification process	To take the steps needed to put you forward, and our legitimate business interest in placing suitable candidates
To engage you, if selected, as a freelancer/contractor, or to pass your details to HR to begin the employment process	To enter into and perform an agreement with you, or to begin the employment process
To comply with legal, tax and regulatory obligations and to establish or defend legal claims	To meet our legal and regulatory obligations and to protect our legal rights

Important — registering is voluntary and based on your consent. You choose to register and to have your details kept on our database for current and future opportunities. You can **withdraw**

your consent at any time (see section 8), and we will then remove your profile. Withdrawing your consent does not affect anything we lawfully did before you withdrew it. If you are later put forward for, and accept, a specific role, we will rely on the appropriate basis for that engagement.

5. Who we share your data with

- This database may be accessed by authorised **TÜV Rheinland group companies worldwide** for the purpose of identifying and contacting you about suitable project, freelance, subcontractor or fixed-term employment opportunities within the TÜV Rheinland group. Access is limited to authorised personnel with a recruitment, staffing, HR, project, compliance or operational need to know.
- **Once an offer is made**, the TÜV Rheinland entity that operates in the project country and the HR function that would issue any employment contract, as well as relevant personnel within TÜV Rheinland involved in recruitment, business operations, qualification review, compliance, legal, IT, procurement or administration.
- **End clients or operators** when we put you forward for a role and, where required, their approval bodies. Your profile, experience and any approval/vendor details may be shared with them to confirm your eligibility.
- **Our operational and IT service providers** acting as processors on our behalf, including our applicant-tracking system (JobAdder) and, where applicable, our field service management (“FSM”) scheduling system into which vetted inspector candidates are synchronized.
- **Vetting, background-check, identity- and certification-verification providers.**
- **Authorities, regulators, advisers and auditors** where required by law or to establish or defend legal claims.

We require processors to act only on our instructions and to protect your data under a written contract.

We implement appropriate technical and organizational measures to protect personal data against unauthorized access, loss, misuse or unlawful disclosure. Our service providers, including JobAdder, are required to implement appropriate safeguards in accordance with applicable law and contractual requirements.

6. International transfers

Because we and our clients operate internationally, your personal data may be transferred to, stored in, or accessed from countries other than the one where you live or registered — including the country where the project or end client is based (for example, Saudi Arabia and other project locations), as well as group companies and the end client.

These countries may have data protection standards that differ from those in your own country. Wherever your data is transferred, we take appropriate steps to keep it protected and to handle it consistently with this notice, including putting **contractual protections** in place where required by the laws that apply. You can ask us about the safeguards we use by contacting us at the address in section 1.

7. How long we keep your data

- We keep your registration on our database for as long as you wish to be considered for opportunities. We will **periodically (at least every two years) contact you to ask whether you wish to remain**; if you do not confirm within a period of 30 days, or you ask to be removed, we will delete your data.
- You can ask us to remove your profile at any time, and we will do so unless we are required to keep certain information to meet a legal obligation or to protect our legal rights.
- If you are **engaged** (as a freelancer/contractor or employee), your data is retained under the retention rules applicable to that relationship, and we will provide the relevant notice at that stage.

8. Your rights

Depending on the data protection laws that apply to you, you may have the right to:

- access the personal data we hold about you and receive a copy;
- have inaccurate data corrected and incomplete data completed;
- have your data erased;
- restrict or object to our processing, including processing based on legitimate interests;
- data portability for data you provided to us, where processing is based on consent or contract;
- **withdraw your consent at any time**, which will lead us to remove your profile, without affecting the lawfulness of anything done before withdrawal.

To exercise any of these rights, or to withdraw your registration, contact us at ind.dataprotection@tuv.com.

If you have concerns about how we handle your personal data, you may also have the right to raise them with the data protection authority or regulator in your country.

9. Is providing your data mandatory?

Registering is entirely voluntary. The fields marked as required on the form are needed for us to set up your registration and consider you for roles; without them we cannot register you. You can ask to be removed from our database at any time.

10. Changes to this notice

We may update this notice from time to time. The current version is dated below; where changes are material we will take reasonable steps to bring them to your attention.

Version: **[2.0]** | Last updated: **[29/09/2026]**