

Privacy Notice for Candidates

Recruitment and Selection — Expert Management of Business Stream Industrial Services & Cybersecurity (Global)

1. Who we are

When you apply for a role or register your interest with us, the Controller for your application is the TÜV Rheinland legal entity that publishes the vacancy, receives your application, or is identified in the relevant job advertisement or application form.

For global Expert Management Service recruitment activities, 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. 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

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 whether you are being considered as:

- **a freelancer / independent subcontractor** providing inspection or quality services in our name; or
- **a project-based fixed-term employee** who, if selected, would be 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.

The role you apply for will normally indicate whether it is intended to be a freelance / independent subcontractor opportunity or a project-based fixed-term employment opportunity. This notice covers both routes because TÜV Rheinland's Expert Management Service recruitment may involve different engagement models depending on the project, client requirements and local legal requirements.

If you consent to being considered for future opportunities, we may contact you about other suitable roles or projects, including roles with a different engagement model from the one you originally applied for. We will provide any additional information required before progressing with such opportunity.

3. What personal data we collect

You provide directly through the application or registration form

- **Identity and contact details:** first and last name, email address, phone and mobile numbers, postal address (street, city, postcode, country).
- **Eligibility and background:** nationality, current location.
- **Professional profile:** CV/résumé, cover note, qualifications, certifications, professional experience, client/project-specific experience and the position applied for.

- **Client-specific identifiers, whenever required and where relevant to the role**, for example a client approval or vendor number (such as an Aramco SAP number).
- **Engagement details:** notice period and salary or rate expectations.
- We may collect your personal data through other recruitment channels, when you apply for a specific vacancy by sending your CV or other information to us by email, submit information through a TÜV Rheinland website or contact form, respond to recruiter contact, or apply through a job board or professional networking platform. In these cases, our employees and recruiters may manually upload your CV, profile or related information into our system.

We generate or obtain the data about you during the process

- A system-generated candidate ID and your status in the process.
- The source through which we identified you (for example job-board application, direct registration, professional networking site, referral).
- 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, project experience or client-specific experience.
- Notes, assessments and correspondence from the selection process, and the outcome of vetting or background checks, where conducted or applicable.
- Date/time stamps and update history where you or our recruiters update your profile.

Please do not provide special categories of personal data or other sensitive information unless specifically requested and legally permitted for the relevant process.

The standard application form does not ask for sensitive information (such as health or religion). Nationality is collected for work-eligibility, visa and client-approval purposes only. If a role requires sensitive information (for example medical-fitness certificates or background checks), we will handle it with additional care, only where permitted under the laws that apply, and we will give you any further information required at that point.

4. Why we use your data and on what basis

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 receive and assess your application for the specific role you applied for, communicate with you, and run the selection process	To take the steps you have asked for before entering into an agreement, and our legitimate business interest in assessing candidates and managing recruitment
To vet and verify your qualifications, certifications and references	Our legitimate business interest in confirming your suitability, and to meet our legal and client requirements
To submit your profile to the end client/operator for the role for their approval or qualification	To take the steps needed to put you forward for the role, and our legitimate business interest in placing suitable candidates

Purpose	Why we use your data
To engage you, if selected, as a freelancer/subcontractor, or to pass your details to HR to prepare a fixed-term employment offer	To enter into and perform an agreement with you, or to begin the employment process
To retain your CV and profile in our global recruitment database and make it available to authorised TÜV Rheinland group companies worldwide for consideration for future roles beyond the one you applied for	Your consent to your data being incorporated to the global recruitment database of TÜV Rheinland Group by ticking the appropriate checkbox
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 — two separate decisions. Applying for a specific role allows us to process your data **for that role**. Marking the appropriate checkbox is a **separate, optional choice**, based on your consent, that allows us to keep your data in our database to consider you for **future** opportunities. You can apply without agreeing to future retention, and you can withdraw your consent to future retention at any time (see section 8) without affecting the application you have already submitted.

Where we receive your CV or profile through channels other than the JobAdder application, such as email, a website contact form, Salesforce, referral or manual recruiter upload, we may use it to respond to your enquiry or assess you for the relevant role or opportunity. However, we will not retain your profile in the global candidate database for future opportunities unless you have consented to this.

5. Who we share your data with

- **When you apply for a particular job offer, TÜV Rheinland group companies**, including the 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.
- **When you consent for TÜV Rheinland to retain your CV and profile in our candidate database for consideration for future opportunities**, your CV, profile and related recruitment information may be stored in our global recruitment database. 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.

If you do not consent to future-opportunity retention, we will not keep your profile in the global recruitment database for this purpose once the recruitment process for the specific role has been concluded, except where retention is required to comply with legal obligations or to establish, exercise or defend legal claims

- **The end client or operator** for the role and, where required, their approval bodies. Your profile, experience and approval/vendor numbers 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 synchronised.

- **Vetting, background-check 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 applied — including the country where the project or end client is based, 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

- If you are **not selected** and you have **not** consented to future retention, we keep your application data only for as long as needed to conclude and document the selection process, and then delete or anonymise it (after 12 months).
- If you **consented** to be kept in our global database for future opportunities, we retain your profile until you ask us to remove it or until we conclude it is no longer relevant. We will **periodically (at least every two years) contact you to ask whether you wish to remain** in our database; if you do not confirm, or you ask to be removed, we will delete your data.
- If you are **engaged** (as a freelancer 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 (“right to be forgotten”);
- 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** (for example, to future-opportunity retention), without affecting the lawfulness of processing carried out before withdrawal.

To exercise any of these rights, 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?

Providing the data marked as required on the form is necessary for us to assess your application — without it we cannot consider you for the role. Consent to future-opportunity retention is entirely optional and is not a condition of applying.

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]**