



## VAOS PRIVACY STATEMENT

### Introduction

Thank you for visiting our website. VAOS Ltd is committed to communicating with you about the privacy and protection of all personal information that we may collect, use or disclose, and about the cookies we may send to your computer or mobile device. Such personal information will only be used, and such cookies will only be sent, in accordance with this policy.

VAOS Ltd is bound by privacy, data protection and cookies laws applying in the country in which it is operating and is committed to complying with such laws with respect to the information provided to it by, or collected from, all persons, including potential employees, employees, contractors and other third parties.

VAOS Ltd, including its controlled subsidiaries and affiliates, (collectively “VAOS”) is committed to protecting your privacy. This statement details the steps we take to protect your personal information when you visit our website or use an online application that contains a link to this statement. It describes the personal information that we collect, the purposes for which we use such information and your choices regarding our use of it. The steps we take to protect your personal information and how you can review and correct your personal information are also covered here. By accessing our sites or providing us your information when you contact us, you are consenting to the information collection and use practices described in this privacy statement.

For purposes of this statement, “personal information” means information that identifies a particular individual, such as name, postal address, email address or phone number. When other information, such as email newsletter choices, product purchases or consumer product preferences, is associated with personal information, this other information also becomes personal information.

### Our collection of information

Information collected directly from you. Generally, you can visit the VAOS site without entering any personal information. On certain pages, we may ask you for personal information to provide a service or carry out a transaction that you have requested. You may also provide some personal information to us when you contact us (e.g., with a comment, inquiry or customer support request, for a job application). The personal information we collect or receive may include:

- contact details, such as your name, title, company/organization name, e-mail address, telephone and fax numbers and physical address;
- information about your company and job function;
- your e-mail marketing preferences;
- information potentially used to customize and facilitate your use of our sites, including login and technical information;
- inquiries about and orders for our products and services;
- your CV and employment/education history.



You are not required to provide any of this information, but if you do not, we may not be able to provide you the requested service or complete your transaction.

Information collected automatically. We collect information about your visit to our sites, including what pages you view, the number of bytes transferred, the links you click, the materials you access and other actions taken within the VAOS site. We may combine this information with your personal information to and use the combined information in accordance with this privacy statement. We also collect certain standard information that your browser sends to every website you visit, such as your Internet Protocol (IP) address, your browser type and capabilities and language, your operating system, the date and time you access the site and the website from which you linked to one of our sites. We do not combine this standard information with other personal information.

Communications. We may use your personal information to inform you of products or services available from VAOS in which you may be interested and to send you surveys regarding your use of VAOS products and services. You can opt out of receiving promotional communications from us by contacting us using the contact information listed on the VAOS company website. If you elect not to receive such communications as they may arise, we will remove you from the relevant list within 10 business days.

Employment Applications. In connection with a job application or inquiry, you may provide us with information about yourself, such as a resume or curriculum vitae. We may use this information throughout VAOS for the purpose of employment consideration. This information will be processed for the purpose of the employment application, screening and selection process of VAOS, and in connection with any subsequent hiring, placement or employment, as applicable.

Should you be considered for employment with VAOS, the collection, and subsequent use or disclosure, of your information is limited to generally accepted employment-related purposes to those with a need to know. The personal information you submit will be controlled by VAOS in order to process your personal information for the purposes described above. As part of this processing, your personal information may be disclosed to entities with joint venture activities with VAOS and also to third parties providing services and administrative services to VAOS, and also to those that VAOS may be providing services to.

The personal information you electronically submit is kept in a secure database and will be used to determine your suitability for the vacancy or position. VAOS will ensure that your personal information is protected in accordance with applicable law. Where your personal information is from the European Economic Area, and is transferred outside of that area, it will only be transferred to where the protections afforded to it are adequate.

In the event that you do not take a position with VAOS or are unsuccessful in your application, your information will be retained for a maximum period of one (1) year in the database to allow you to be considered for future job opportunities and to meet VAOS's legal and regulatory obligations. In the event that you do take a position with VAOS, your information will be retained during your employment, and after your employment ends as is required by applicable law and our record retention requirements. VAOS provides you the ability to have access to review, revise or edit this



information at any time, further you have the right to have such information deleted or erased by VAOS if you request it.

By submitting your personal data and application form you:

- Declare that you have read, understood and accepted the statements set out in this consent; and
- Are giving your consent to the processing of the information contained in this VAOS profile or application or subsequent VAOS profiles or applications, and any other personal data you may provide separately in the manner and to the extent described in this form; and
- Are authorizing VAOS to verify or have verified on VAOS's behalf all statements contained in this profile or application form or your résumé, and to make any necessary reference checks. For the avoidance of doubt, please note that reference checks will only be carried out with your prior consent; and
- Consent to the transfer of your data between VAOS and third parties processing your data on behalf of VAOS in the manner and to the extent described in this form, irrespective of their location.

I certify that, to the best of my knowledge, the information I have provided on my application, résumé, or profile, is complete and accurate in every respect. I understand that a false statement or omission of facts therein may disqualify me from employment or result in my subsequent discharge for cause if I am employed.

### **Enforcement of this privacy statement/Contact Us**

If you have questions regarding this statement or our handling of your personal information, please contact us using the contact information listed on our website. We will promptly address your concern and strive to reach a satisfactory resolution.

### **Changes to this privacy statement**

VAOS may occasionally update this privacy statement. When we do, we will revise the "last updated" date at the bottom of the privacy statement. If we make any material changes in the way we collect, use and/or share personal information that we collect about you through the sites, we will notify you by sending you an email at the last email address that you provided us and/or by prominently posting notice of the changes on the Company website.

### **Last Updated**

18<sup>th</sup> March 2018