



## **NLNG Data Privacy Statement**

### **General Information**

Thank you for your interest in applying to Nigeria LNG Limited (NLNG). NLNG recognises and respect the privacy of our applicants and employees. As a result of the fact that NLNG values diversity in nationalities, ethnic groups, background and cultures, NLNG is an equal opportunity employer and we continuously encourage applications from the very best candidates as NLNG is also an employer of first choice.

This privacy statement concerns all personal data collected by NLNG as part of the recruitment process (personal data submitted by you during your online or paper application process, and personal data contained in Candidate Pool). Such personal data provided as part of the recruitment process and/or otherwise for potential employment, will be held and processed for the purpose of the registration, application and selection process by NLNG.

### **Personal Data Collected**

To apply for a position online at NLNG, register a profile on our website using a username and a password of your own choice. The username and password you register will be required to gain access to your profile. You would be required to submit personal information to your profile such as your name, mobile and home phone numbers, contact details, e-mail and an attachment of your resume which should contain information regarding your educational background, employment experiences and any other relevant information with which we can use to

evaluate your application. You will also be required to provide, a cover letter. .

If you work presently for NLNG, You will be required to submit an updated resume containing the relevant information as stated above, in addition to which the following details should be included: your job history within NLNG, average IPF scores as required and CEP will accompany your application when applying for a new position internally.

If you have been previously employed by NLNG you explicitly consent to your employee data being stored in accordance with the internal policies and applicable law from this employment, including but not limited to information on your internal job history, reason for resignation, appraisals, educational qualification, trainings and health data (if relevant), which will automatically accompany your application when you apply for a new position within NLNG.

If you choose not to provide any of the information requested, we may be unable to send you information, fully process your application or properly consider you for employment. When providing us with the information, you represent that such information is accurate, complete, and up to date and true and is supplied for the sole purpose of seeking job or employment vacancies or positions.

You may also be invited to supply some diversity information as part of your profile, including but not limited to your age range, gender or physical needs, if you wish. This information, if you decide to provide it, will be used only for reporting on the diversity of our candidate base across the organisation, or to assist if you have any special requirements as part of the recruitment process or your ongoing employment.

NLNG is collecting information that makes it possible for us to assess your candidacy for our available positions. NLNG is an equal opportunity employer (in accordance with our recruitment policy and applicable law) and makes all employment-related decisions entirely on merit and

qualifications. Consequently, you should only include information relevant for the review of your application, and disregard information such as your race, ethnic origin, your political or philosophical orientation, your religious beliefs, your union memberships or your sexual orientation.

## **Purpose of Using your Personal Data**

NLNG uses the personal data submitted by /collected from you for the following purposes:

- ◆ To assess and administer your application for employment;
- ◆ To assess your candidacy for our available positions;
- ◆ To communicate with you in relation to your application;
- ◆ To monitor and review NLNG's recruitment practices;
- ◆ To evaluate the use of our websites for statistical purposes and
- ◆ For compliance with any laws to which NLNG is subject.

In addition, if you are not successful in the original recruitment for which you submitted the data, after completion of the recruitment process your data may be held and processed for purposes in connection with future vacancies such as but not limited to identifying you as a potential candidate for future suitable vacancies and/or to inform you of future suitable vacancies, unless otherwise indicated.

## **Using and Disclosing your Personal Information**

Without limiting the provisions of these privacy statement you explicitly consent to authorise HR professionals in the HR department responsible for the recruitment process, as well as hiring managers involved in the recruitment, to gain access to any and all of the personal data included in your application. We respect the privacy of your personal information and we will take all reasonable steps to keep your personal information strictly confidential. We may disclose or transfer your personal information to third party organisations providing administration or

other services to NLNG but will only do so where equivalent commitments of confidentiality are provided. Otherwise, we will only disclose your personal information (without your consent, if this is necessary):

- ◆ To provide you with the information you have requested;
- ◆ To protect or enforce our legal rights or interests or to defend any claims made against us by any person (including you);
- ◆ To lessen a serious threat to a person's health or safety; or required by law;
- ◆ In maintaining, reviewing and developing our business systems, procedures and infrastructure including testing or upgrading our computer systems;
- ◆ In conducting probity checks or monitoring employee conduct;
- ◆ To whom you have given your consent

Under no circumstances will we sell or receive payment for licensing or disclosing your personal information.

### **Job Application status and retention of your information**

You can have access to (the processing of) your Personal Data, review, correct, update, or change the information in your candidate profile or applications to vacancies at any time or having them revised. In order to do so, you have to log in on your personal profile via our website(s).

By submitting your personal data and application form; you declare that you have read, understood and accepted the statements set out in this data protection form; and

- ◆ that the information given in this form is complete and true;
- ◆ You are giving your consent to the processing of the information contained in this application, or subsequent applications, and any

other personal data you may provide separately in the manner and to the extent described in this form;

- ◆ Are authorizing NLNG to verify or have verified on its behalf all statements contained in this application form 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 NLNG and/or third parties processing your data on behalf of NLNG in the manner and to the extent described in this form, irrespective of their location.

For the purposes described above, Nigeria LNG Limited will retain personal data of candidates for a period of One year. By submitting your resume you consent to the retention of your data. Nigeria LNG Limited may only prolong the relevant retention period upon your consent which is indicated by your repeated visit and update of your profile during the currency interval of the retention period.

## **Security**

Nigeria LNG Limited places a great importance on the security of all information associated with our applicants, employees and customers. We have security measures in place to attempt to protect against the loss, misuse and alteration of applicant, employee and customer data under our control.

However, we do not promise that your personal information cannot be accessed by an unauthorised person (e.g. a hacker) or that unauthorised disclosures will not occur though, we use our best effort to prevent this. Passwords and other security devices provided to you should be kept with the highest confidentiality. You would be required to notify us immediately if the security of these devices is breached to prevent the unauthorised disclosure of your personal information.

## **Changes to the Policy**

Please note that this Data Privacy Statement can change from time to time. If you return to this site after a period of more than one month, please check this Privacy Statement to ensure that you are aware of the details of the most recent updates.

### **Update Effective date**

This privacy statement is effective as of 9<sup>th</sup> July, 2014