



# Sapiens Candidate Privacy Notice

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## 1 Overview

This candidate privacy notice (“Candidate Privacy Notice”) explains what types of personal information and for what purposes Sapiens may collect, store, and process your personal information as part of the recruitment process for the purpose of administration and processing your application, and to assess your eligibility for the role for which you are applying and, where relevant, other future roles.

Below, you will find a description of the personal data concerning you that Sapiens will collect and process as well as the purposes for which, and the legal basis on which, Sapiens will process the data.

You will also find a list of your rights under the applicable data protection law.

This notice also applies to recruitment of freelancers or independent contractors.

In this Candidate Privacy Notice the use of “Sapiens”, “we” and “our” refers to the Sapiens company involved in your candidacy review.

## 2 Purpose of the processing

Your personal information is processed by Sapiens for the following purposes:

- management over the application process, including determination of eligibility for employment, verification of references and qualifications for a particular job or task.

Legal basis for processing: Legitimate interest, contractual obligation, consent (for video interviews or tests)

- background checks with your authorization as part of your application.

Legal basis for processing: Legitimate interest, consent

- compliance with applicable laws, such as employment laws, and employment-related requirements, as well as the administration of those requirements, which involves the processing of identification data and contact details.

Legal basis for processing: Legal obligation

- communication with you, other Sapiens’ employees and third parties (e.g. customer and other referees, former employers (with prior consent), external recruitment agencies).

Legal basis for processing: Legitimate interest, consent

- activities to fulfil visa or work permit administrative requirements – if necessary.

Legal basis for processing: Legal obligation

- in case the candidate’s application for the currently open position fails, applicant’s data may be retained for the purpose of future recruitment.

Legal basis for processing: Legitimate interest, consent

- investigation and respond to claims or legal requests against us.

Legal basis for processing: Legitimate interest

### 3 Categories of data

We collect and process personal information of the candidates to the extent justified by the purposes above and local applicable law. In particular, Sapiens may process the following categories of data about job applicants:

- basic identity data

*name, surname, date and place of birth, place of residence, address of residence, family name, citizenship;*

- image and videos

*footage of video interviews or video, image and audio recordings (e.g. collected as part of online tests taken as part of the recruitment process);*

- contact details

*telephone number, e-mail address (business or private);*

- data related to employment

*current employment information, including function or position, career progression, amount of remuneration requested, information on employment with another employer, information about the unemployed status, level of education, year of graduation, name of the completed school, type of school completed, profile, degree (title scientific and professional), specialization, completed post-graduate studies, completed courses and trainings, possessed additional qualifications, skills, foreign language skills, computer skills, driving license;*

- Criminal records and military service records

*To the extent permitted by applicable law.*

We usually collect the above personal information directly from you when you apply for a role with us. When your application is submitted to Sapiens by one of our employees as part of Sapiens employee referral program, the source of your personal data is the Sapiens employee who referred you for the position at Sapiens based on the information provided by you.

We also collect similar personal information about you from third parties, such as professional recruiting firms, or online to the extent that you have chosen to make this information publicly available. For example, we may find your profile on professional social media websites (such as LinkedIn) and contact you about suitable roles.

## 4 Recipients of data

Your personal information may be shared for recruitment purposes with Sapiens parent company: Sapiens Technologies (1982) Ltd, a company incorporated under the laws of Israel with the registered seat in 26 Harokmim St., Holon, Azrieli Center, Israel, and with those of our affiliates that are involved in evaluating your profile that could match to the position.

Sapiens may also exchange personal information with our third-party service providers involved in the recruitment process, such as professional recruiting firms, talent acquisition and administration, IT services companies, or third parties' vendors (Third Parties) assisting Sapiens in the recruitment, providing for example background checks, where allowed by applicable local law.

Disclosing your personal information to Third Parties will be subject to contractual obligations and/or data processing agreement.

Such disclosure to Sapiens group entities or Third Parties involved in the recruitment process may include transferring personal information to other countries. If you are located in the European Economic Area (the "EEA") this may include countries outside of the EU/EEA. When transfers are made to countries outside the EU/EEA which have been approved by the European Commission's decision as providing adequate level of data protection (Adequacy Decision), no additional measures are required. When transfers are made to countries outside the EU/EEA which have not received such Adequacy Decision, we will use appropriate safeguards, such as using standard contractual clauses adopted by the Commission in accordance with Article 46(c) of the GDPR, or other, to ensure compliance with the EU level of proper protection of your personal data.

## 5 Period of storage

Candidates' personal information are stored as long as needed or justified by legitimate interest of Sapiens, in particular: (a) to comply with a legal obligation to collect or retain personal information (e.g., to comply with applicable employment and works council laws and regulations), (b) to protect against claims related to the recruitment process as permitted by applicable law, and (c) to use this personal information for future recruitment. Where personal data is kept, the period will be determined based on applicable local law.

## 6 Rights

You have a number of rights in relation to your applicant data.

Please refer to Sapiens Privacy Statement available on Sapiens' website to view your full rights.

**You may address all questions regarding recruitment to [career@sapiens.com](mailto:career@sapiens.com)**

**You may address all questions about privacy and how Sapiens handles personal information to [dataprotection@sapiens.com](mailto:dataprotection@sapiens.com)**





## Contact Us

For more information, please contact us at:

[dataprotection@sapiens.com](mailto:dataprotection@sapiens.com)

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