

Candidate Privacy Notice

EDGEBASE TECHNOLOGIES LIMITED

This notice explains what personal information Edgebase Technologies Limited collects when you apply for a job with us, why we collect it, how long we keep it and what rights you have over it. It is written to meet our obligations under the Nigeria Data Protection Act 2023.

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1. Who is responsible for your information

Edgebase Technologies Limited is the data controller for the information you give us during recruitment.

Registered address: 16 Sule Abuka Street

Data protection contact: Kola Afolabi /Human Capital Manager

Email for data protection queries: info@edgebasetech.com

2. What we collect

When you apply

- Your name, email address and phone number
- The city and state you live in
- Whether you have the right to work in Nigeria
- Your CV, which will typically contain your education and employment history
- Any professional links you choose to share, such as LinkedIn, GitHub or a portfolio
- Your notice period or earliest start date
- Your answer on whether the advertised salary range works for you
- Your answers to the role-specific questions on the application form
- How you heard about the role

If we invite you to interview

- Notes and scores recorded by your interviewers
- Any adjustment you ask us to make so you can take part fully

If we offer you a job and you accept

- Your full legal name as it appears on your identification, and any former name shown on your certificates
- Your date of birth and residential address
- An emergency contact you nominate
- Your bank details, for payroll
- Your Pension Fund Administrator and RSA PIN, Tax Identification Number or tax clearance certificate number, and National Housing Fund number where applicable
- Copies of your identification and of the certificates for the qualifications you told us about
- Contact details for two professional referees

What we do not collect

We do not ask candidates for any of the following, at any stage:

- Genotype or blood group

- Religion
- Ethnic group, state of origin, local government area or place of birth
- Sex, marital status, spouse's name or number of children
- Weight, or details of any health condition or disability

If you are ever asked for any of these in the name of Edgebase Technologies Limited, the request did not come from us. Please tell us at the address above.

3. Why we use it, and on what legal basis

We rely on the lawful bases set out in section 25 of the Nigeria Data Protection Act. We do not rely on your consent to assess your application, because consent given to an organisation that is deciding whether to employ you would not be freely given.

What we use it for	Legal basis
Assessing whether you are suited to the role, and comparing your application with others	Steps taken at your request prior to entering a contract
Contacting you about your application and arranging interviews	Steps taken prior to entering a contract
Keeping a record of our hiring decisions so that we can show they were made fairly	Our legitimate interests
Verifying your qualifications, references and right to work	Performance of a contract, and compliance with a legal obligation
Registering you for payroll, pension, tax and the National Housing Fund	Compliance with a legal obligation
Making an adjustment you have asked for so you can take part in the process	Your explicit consent, which you may withdraw at any time
Keeping your CV on file for future roles, if you ask us to	Your consent, which you may withdraw at any time

We do not make any decision about your application by automated means. Every decision is made by a person.

4. Who sees your information

Inside Edgebase, your application is seen by the people recruiting for the role: the hiring manager, your interviewers and the HR team. It is not circulated more widely.

Outside Edgebase, your information is held on our Microsoft 365 environment, which Microsoft operates on our behalf as a processor.

Some of these services may store or process information outside Nigeria. Where that happens, we take steps to ensure the information remains protected to the standard the Act requires.

We will not sell your information, and we will not share it with anyone else unless the law requires us to.

5. How long we keep it

If we do not offer you a job, we destroy your application within six months of telling you our decision, unless you have asked us to keep it on file for future roles. You can ask us to delete it sooner, and you can withdraw your agreement to us keeping it at any time.

If you join us, your application becomes part of your employee record and is kept for as long as you work here, and afterwards for the period the law requires us to retain employment and tax records.

6. Your rights

Under the Nigeria Data Protection Act you have the right to:

- Ask for a copy of the information we hold about you
- Ask us to correct anything that is wrong
- Ask us to delete your information
- Ask us to restrict how we use it, or object to our using it
- Receive your information in a portable format
- Withdraw your consent, where we relied on your consent
- Complain about how we have handled your information

To exercise any of these, write to us at the address in section 1. We will respond as promptly as we can. Exercising any of these rights will not affect how your application is treated.

7. Complaints

If you are unhappy with how we have handled your information, please tell us first so we have the chance to put it right. You also have the right to complain to the Nigeria Data Protection Commission at any time.

8. Changes to this notice

If we change how we handle candidate information we will update this notice and change the version and date at the top. The current version is always the one published with our job adverts.