Zawiya

Privacy Notice

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> This notice explains how Zawiya collects and uses personal data through its websites and portals (zawiya.eu, jobs.zawiya.eu, agency.zawiya.eu, partner.zawiya.eu and uk.zawiya.eu) and in its recruitment work. The data controller is Zawiya Consultancy – F.Z.C (Free Zone Company, Limited Liability), Ajman Free Zone, Licence No. 36901, B.C. 1300133, Ajman Free Zone C1 Building, Ajman, United Arab Emirates ("Zawiya", "we", "us").

1. Whose data this covers

- **Candidates**: people who apply for work through Zawiya, directly or through an agency.
- **Agencies**: recruitment agencies and other organisations that put candidates forward, and their staff.
- **Partners**: companies in destination countries that work with Zawiya on placements, and their staff.
- **Workers** placed through Zawiya, and **visitors** to our websites.

2. What we collect

Who	Data
Candidates and workers	Name, date of birth, nationality, passport details and scans, photo, contact details (email, phone, WhatsApp, Telegram), place of residence, work history, skills and qualifications, interview and confirmation videos and their transcripts, visa, permit, travel and arrival information, contract details and, for placed workers, pay and payment records.
Agencies and partners	Company name, registration or licence number, registered address, website, certificate of registration, and the contact person's name, job title, email, WhatsApp, Telegram, preferred language and login details.
Everyone using a portal	Login email, an encrypted password, the actions you take in the portal, and technical data such as IP address and browser type kept in security logs.

We do not ask for health, religious or other special-category data unless an employer, visa or immigration authority requires it for a specific placement, and then only with the candidate's knowledge.

3. Why we use it, and our legal basis

- **To find, assess and place candidates** with employers and partners, and to manage visas, permits, travel and arrival (taking steps at the candidate's request and performing our contracts).
- **To run partner and agency relationships**: checking applications, giving portal access, sending updates and invoices (performing our contracts and our legitimate interest in running our business).
- **To meet legal duties** such as immigration, right-to-work, tax and record-keeping rules (legal obligation).

- **To keep our systems secure** and prevent fraud or misuse (legitimate interest).
- Where the law needs your consent, we ask for it, and you can withdraw it at any time.

4. Who we share it with

- The **partner(s)** approved for the destination country and the **employer**, to assess and employ a candidate.
- The **agency** that put a candidate forward, so it can follow and support their application.
- **Embassies, consulates and immigration authorities**, to apply for visas and permits.
- **Service providers** who run our systems for us under contract, such as server hosting, email delivery, messaging notifications and transcription of videos. They may use the data only on our instructions.
- Authorities or advisers where the law requires it or to protect our legal rights.

We never sell personal data. Partners and agencies who receive candidate data must keep it confidential and use it only for the placement.

5. International transfers

Recruitment is international, so data moves between the candidate's country, Zawiya and the destination country. When data leaves the UK, the EU or the UAE for a country without equivalent protection, we use safeguards the law recognises, such as standard contractual clauses, or rely on the transfer being necessary for the candidate's own application.

6. How long we keep it

- Candidates who are not placed: up to 24 months after the last activity, so we can offer other roles, unless they ask us to delete it sooner.
- Placed workers: for the length of employment and then for as long as tax, immigration and employment law requires (usually 6 years).
- Agencies and partners: for the length of the relationship and 6 years after, for contract and accounting records.
- Security logs: up to 12 months.

7. Security

Portals use encrypted connections, each user sees only the records they are allowed to see, passwords are stored encrypted, and access to our database is limited to authorised staff.

8. Your rights

Depending on the law that applies to you, you can ask to see the data we hold about you, correct it, delete it, restrict or object to its use, or receive it in a portable format. Email m@zawiya.eu. We reply within one month. You may also complain to your data protection authority, for example the UK Information Commissioner's Office or the authority in your EU country.

9. Cookies

Our portals use only the cookies needed to keep you logged in and the site secure. We do not use advertising cookies.

10. Changes

We may update this notice. The current version is always at partner.zawiya.eu/legal/privacy-notice.pdf.

11. Contact

Zawiya Consultancy – F.Z.C, B.C. 1300133, Ajman Free Zone C1 Building, Ajman, United Arab Emirates · m@zawiya.eu · zawiya.eu