

# PRIVACY NOTICE



For potential candidates (applying for an advertised job)

Dear Candidates,

During the recruiting procedure **Process Solutions (PS)** collects and processes the personal data related to the applicants including the data stated in the CV and, in the motivation letter.

We inform you that in the course of handling, recording, processing and incidentally transferring your data we shall proceed under legal regulations concerning data protection, particularly the General Data Protection Regulation of the European Union coming into force as of 25 May 2018. (Hereinafter referred to as **GDPR**).

## 1. ORGANIZATIONAL INFORMATION

|                                |  |
|--------------------------------|--|
| <b>Data Controller</b>         | Process Solutions Ltd.   |
| <b>Address</b>                 | Budapest, Váci út 33, 1134   |
| <b>Contact details</b>         | E-mail: <a href="mailto:info-psgroup@ps-bpo.com">info-psgroup@ps-bpo.com</a> Website: <a href="http://www.ps-bpo.com">www.ps-bpo.com</a> |
| <b>Data Protection Officer</b> | FORTIX Kft.  |
| <b>E-mail</b>                  | <a href="mailto:dpo@ps-bpo.com">dpo@ps-bpo.com</a>   |
| <b>Address</b>                 | 1114 Budapest, Magyar István utca 2.   |

## 2. PROCESSED PERSONAL DATA

In the course of the recruiting procedure, it is in our Company's rightful interest to manage personal data to enable us to select the suitable person for the open position and to establish contact with her/him.

| Personal data   | Purpose  | Legal basis  | Retention  |
|---|--|--|--|
| Name, year of birth, telephone number, e-mail address, place of residence, studies, experience, language skills, source of application (e.g., profession), and the curriculum vitae | Screening and selection of applicants for the advertised position<br>Applying to the database to search for future job opportunities | Data Subject Consent*<br>[Article 6 (1) (a) of the GDPR] | until the withdrawal of the consent of the Data Subject *, but not later than 6 months<br>until the withdrawal of the consent of the Data Subject *, but no later than 2 years |
| Name, e-mail address, telephone number, studies, experiences, application source (e.g., Profession)   | Register of applicants for recruitment agency verification   | legitimate interest<br>[Article 6 (1) (f) GDPR]          | until a successful object by the Data Subject, but no later than 1 year  |
| Candidates's name, studies, experience, language skills, software skills  | Project work allocation (Send candidate to client)   | Data Subject Consent*<br>[Article 6 (1) (a) of the GDPR] | until the withdrawal of the consent of the Data Subject *, but not later than 6 months   |

\* *You can withdraw your consent at any time. Withdrawal of consent shall not affect the lawfulness of the data processing before the withdrawal. We would like to inform you that deleting the data may lead to the failure or failure of the recording procedure for you.*

We inform you that we may also collect information from third parties to fill certain positions (for example, by contacting the previous employer you provided in your CV as a reference).

If we wish to carry out further processing of personal data for a purpose other than the original, we will inform you about this different purpose and any relevant additional information recorded above before further processing, and we ask for your consent to the processing for a different purpose.

Processing data from applicants allows us to control our recruitment process and select individuals to fill the position.

At the beginning of the recruitment process, if you apply for a specific job application, our company will handle and store the data you provide for 6 months. We will then delete it from our database. With your explicit consent, you can apply to our database to search for another, similar job opportunity.

During our recruitment processes, we cooperate with external service providers and partners, from whom we receive additional candidates by recommendation. To identify candidates who, arrive in this way, we store your personally identifiable personal information for 1 year based on our legitimate interest (Recruitment agency audit). You can object to the data management; in which case we will delete your data from our system.

If your application is successful, the personal data collected during the recruitment process will be transferred to the HR department, which will form your material, and we will inform you about the new data management and the storage of the data when concluding the employment contract.

### **3. INFORMATION SECURITY**

Please be informed that we process your data confidentially, we do not disclose them to any third party without informing you or obtaining your prior consent, or without legal authorization. To meet data security requirements our Company – with proper organizational and technical measures – ensures fair and transparent data management, takes care of the protection and security of your data, particularly against unauthorized access and handling, alteration, transfer, public disclosure, destruction, and incidental destruction (loss) and injuries (damages).

### **4. AUTOMATED DECISION MAKING AND PROFILING**

Please note that no automatized decision making, or profiling will be performed based on the data you supply.

### **5. DATA SHARED WITH**

Accordance to our recruitment activities, the **HR staff** of Process Solutions Ltd. (HR Director, HR Administration Lead, Internal Experienced Payroll Associate, Compensation and Benefits Specialist, HR Generalist, HR Specialist, HR Coordinator) and the responsible manager are entitled to handle and process your data. If you have submitted your application to us through a social media platform (such as Facebook, LinkedIn), the persons in charge of marketing activities (Head of Marketing, Marketing Communication Specialist, Marketing Expert) may also get to know the data you have provided to the extent that it has been passed on to HR.

If an application is made for a job advertisement published by a regional office of the PS group, your data will be forwarded to the relevant office. The member of the PS Group will inform you about data privacy.

## 6. DATA TRANSFER

### 6.01 Recipients

Third parties can also participate in our recruitment processes, who can contribute to the development and provision of our processes with their services.

| Recipient   | Purpose of data processing   |
|---|--|
| <b>SeE EntSeerise e-Solutions Kft.</b><br>1134 Budapest, Váci út 33.  | Use of IT service  |
| <b>Usernet Kft.</b><br>1033 Budapest, Hévízi út 2.  | Website maintenance, web development   |
| <b>NetSynerg Marketing Kft.</b><br>1048 Budapest, Falemez u. 7.   | Website maintenance, web development, Marketing services   |
| <b>Clue PR Kft.</b><br>2083 Solymár, Kossuth Lajos utca 51.   | Using a marketing service, managing social media interfaces  |
| <b>Process Solutions S.R.L.</b><br>Polona 68 Business Center, Str. Polona Nr. 68-72, 2nd floor, 010505 Bucharest, District 1, Romania | PS Group operates a common website, so applications received for job vacancies published by the given regional office can be forwarded to the office in the destination country. |
| <b>Process Solutions Sp.z.o.o.</b><br>ul. Grzybowska 5A 00-132 Warsaw, Poland   |  |
| <b>Process Solutions, s.r.o.</b><br>Náměstí Míru 620/1, CZ-120 00, Prague 2, Czech Republic   |  |
| <b>Process Solutions s.r.o.</b><br>Pribinova 25 (Tower 115) Bratislava, 811 09 Slovakia   |  |

## 7. YOUR RIGHTS REGARDING YOUR DATA

You may request information at any time about the data we control and may request to correct, refine, delete, or limit any of your data and to exercise any of the rights allowed by law.

### 7.01 Right to request information

As a data subject, you can ask us for information via the contact details provided above that PS

- what personal data,
- on what legal reason,
- for what purpose,
- from what source,
- for how long is controlled, and
- to whom, when, under what legislation PS granted access or forwarded your personal data.

You may request a copy of the personal data processed by PS under Article 15 of the GDPR. We may charge an administrative fee for the provision of additional copy or copies, the amount of which and the method of payment will be provided in advance to the contact details provided by you for this purpose.

### 7.02 Right to rectification

As a affected person, you can request that PS change any of your personal information (for example, you can change your mailing address at any time). PS will complete the request within a maximum of one month and will notify you of this at the contact details you have provided.

### 7.03 Right to erasure

PS shall delete your personal data in accordance with the provisions of Article 17 (1) to (2) of the GDPR, if and in the manner that the conditions set out therein are met.

As a data subject, you can also initiate the deletion of your personal data managed by PS.

Your request for cancellation will be rejected by PS if you have an obligation to further process and store your personal data, such as the retention period required by law. If there is no such obligation, PS will fulfill the request immediately, but not later than within one month, and will notify you of the contact details provided for this purpose.

### 7.04 Right to restriction of processing

If the conditions set out in Article 18 of the GDPR are met, you can request that your personal data be blocked by the PS (by clearly indicating the limited nature of the data processing and ensuring that it is treated separately from other data). The consequence of blocking is that personal data, with the exception of storage, may only be processed in accordance with the conditions permitted by law. The lock shall be maintained by the PS for the period specified in Article 18 (1) of the GDPR. For example, if you dispute the accuracy of your personal information, then in that case the restriction applies to the period of time that allows PS to verify the accuracy of that personal information. The PS will inform you in advance about the unlocking.

### 7.05 Right to data portability

You may request that PS send the personal data in a structured, widely used, machine-readable format to the contact details provided for this purpose. You have the right to transfer this data to another data controller and may request PS to transfer the data directly to the other data controller if this is technically feasible.

### 7.06 Right to object

You may object to the processing of your data under the provisions of Article 21 of the GDPR, subject to the conditions set out therein. In the event of an objection, the PS will no longer process your personal data, except in the cases provided for in Article 21 (1) of the GDPR. If personal data is processed for direct business acquisition, you have the right to object at any time to the processing of personal data concerning you for this purpose, including profiling, insofar as it relates to direct business acquisition. If you object to the processing of your data may no longer be processed for that purpose.

### 7.07 Complaints and Remedies

You may request legal remedy regarding the processing of your data, you may file a complaint with the Data Protection Officer or at the supervisory authority if you suspect that the processing of your data violates the related legal regulation, and you may also file a petition to the court.

#### **Supervisory authority (NAIH):**

Nemzeti Adatvédelmi és Információszabadság Hatósága /

**Hungarian National Authority for Data Protection and Freedom of Information**

H- 1055 Budapest, Falk Miksa utca 9-11.

Email: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)

Website: <https://www.naih.hu/>

Please note that this Notice is intended to provide you with clear and transparent information about the processing of personal.

Last review: October 10, 2022