

## **RECRUITMENT PRIVACY NOTICE**

**CONIFY is located at Lavrion Technological Cultural Park, 19500 Lavrion, Athens, Greece registered with the Athens Chamber of Commerce under Registration Number 150571201000 and Tax Registration Number 801164412 (“We”, “Us”) are committed to protecting and respecting your privacy.**

This Privacy Notice (together with any other documents referred to herein) sets out the basis on which the personal data collected from you, or that you provide to Us, will be processed by Us in connection with Our recruitment processes.

Please read the following carefully to understand Our views and practices regarding your personal data and how We will treat it.

For the purpose of the General Data Protection Regulation (“GDPR”) the Data Controller is **CONIFY**.

When you apply for a job opening posted by Us, these Privacy Notice provisions will apply to Our processing of your personal information in addition to Our other Privacy Notice which has been provided to you separately or is available on Our Website.

We use Facebook and LinkedIn, via their online application platforms, to assist with Our recruitment process. Facebook and LinkedIn are only entitled to process your personal data in accordance with Our instructions.

Where you apply for a job opening posted by Us, these Privacy Notice provisions will apply to Our processing of your personal information in addition to Our other Privacy Notice which has been provided to you separately or is available on Our Website.

Where you apply for a job opening via the application function on a job site or similar online service provider (“Partner”), you should note that the relevant Partner may retain your personal data and may also collect data from Us in respect of the progress of your application. Any use by the Partner of your data will be in accordance with the Partner’s Privacy Notice.

### **Your Personal Information**

#### **Information We collect from You**

We collect and process some or all of the following types of information from you:

- Information that you provide when you apply for a role. This includes information provided through an online job site, via email, in person at interviews and/or by any other method.
- In particular, We process personal details such as name, email address, address, telephone number, date of birth, qualifications, experience, information relating to your employment history, skills experience that you provide to Us, as well as your video in case you conduct your interview using the Video Interview feature.

**CONIFY**

Lavrion Technological Cultural Park

Position: Lavrion Ave. 1 – Athens

Email: [info@conify.gr](mailto:info@conify.gr)

VAT.: 801164412

- If you contact Us, We may keep a record of that correspondence.
- A record of your progress through any hiring process that we may conduct.
- Details of your visits to the abovementioned Websites including, but not limited to, traffic data, location data, weblogs and other communication data.

### **Information We Collect From Other Sources**

- The above websites provide Us with the facility to link the data you provide to Us, with other publicly available information about you that you have published on the Internet.
- We may receive your personal data from a third party who recommends you as a candidate for a specific job opening or for our business more generally.

### **Uses Made Of Your Information**

#### **Lawful basis for processing**

We rely on the performance of the contract for the collection and use of your personal data at the pre-contractual stage for the conclusion of the employment contract. We also rely on the legitimate interest as a legal basis for the collection of additional information and recommendations on your qualifications and experience.

#### **Purposes of processing**

We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other roles.
- To communicate with you in respect of the recruitment process.
- To enhance any information that we receive from you with information obtained from third party data providers.
- To find appropriate candidates to fill Our job openings.
- To help our service providers and Partners (such as the job sites through which you may have applied) improve their services.

#### **Disclosure of Your Information**

As set out above, we pass your information to our third-party service providers, who use it only in accordance with our instructions and as otherwise required by law.

Where you have applied for a job opening through the LinkedIn and Facebook Apply functionality, and where you have consented to this disclosure, We will disclose to the above certain personal data that We hold, including but not limited to a unique identifier used by them to identify you, and information about your progress through our hiring process for the applicable job opening, as well as tangible, intangible, visual, electronic, present, or future information that we hold about you, such as your name, contact details and other information involving analysis of data relating to you as an applicant for employment (collectively "Disposition Data"). LinkedIn's and Facebook's Privacy Notice in respect of their use of the Disposition Data are available on their website.

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Where you have applied to a job opening through another service provider, we may disclose data similar to the Disposition Data defined above to such service provider. The service provider shall be the data controller of this data and shall therefore be responsible for complying with all applicable law in respect of the use of that data following its transfer by Us.

## **How we store your Personal Data**

### **Security**

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where We are legally required to do so.

Unfortunately, the transmission of information via the internet is not completely secure. Although We will do Our best to protect your personal data, We cannot guarantee the security of your data transmitted through any online means, therefore any transmission remains at your own risk.

### **Where We store your Personal Data**

Where we store your personal data in our own systems, it is stored on our secure servers located at our site in Greece.

The data that We collect from you and process using LinkedIn's and Facebook Services may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for Us or for one of our suppliers. Such staff maybe engaged in, among other things, the fulfilment of your orders, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing.

If you would like further information, please contact Us (see 'Contact' below).

### **How long we keep your Personal Data**

We will hold all the data for 12 months.

In all cases, your personal information will be deleted earlier on one of the following occurrences:

- deletion of your personal information by you (or by another person engaged by the Customer); or
- receipt of a written request by you (or another person engaged by the Customer) to us.

## Your rights

Under the [General Data Protection Regulation](#) you have a number of important rights free of charge.

In summary, those include rights to:

- access to your personal data and to certain other supplementary information that this Privacy Notice is already designed to address
- require Us to correct any mistakes in your information which We hold
- require the erasure of personal data concerning you in certain situations
- receive the personal data concerning you which you have provided to Us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal data concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal data
- otherwise restrict our processing of your personal data in certain circumstances
- claim compensation for damages caused by our breach of any data protection laws.

If you would like to exercise any of those rights, please:

- contact us using our Contact details below
- let Us have enough information to identify you,
- let Us have proof of your identity and address, and
- let Us know the information to which your request relates.

## How to complain

We hope that We can resolve any query or concern you raise about Our use of your information.

The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in Greece is the Hellenic Data Protection Authority who may be contacted at <https://eservices.dpa.gr/> or email: [eservices@dpa.gr](mailto:eservices@dpa.gr)

## Contact

All questions, comments and requests regarding **this Privacy Notice should be addressed to [info@conify.gr](mailto:info@conify.gr) or by mail at CONIFY – Lavrion Technological Cultural Park, 19500 Lavrion, Athens, Greece – c/o DPO.**