

## PRIVACY NOTICE FOR CANDIDATES

«DHR SERVICES SINGLE MEMBER S.A.» (hereinafter the "Company", "us"), intends to inform its candidates about the processing of their personal data, according to the General Data 2016/679 (EU), the Greek Law 4624/2019, the Decisions, Instructions and Opinions of the Hellenic Data Protection Authority and in general the national and union legislation for the protection of personal data (hereinafter as "Existing Legislation"). This Privacy Notice concerns the personal data of candidates, submitting CVs to the Company.

### 1. TERMS

**'controller'** means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data;

**'processing'** means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

**'personal data'** means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

**'special categories of personal data'** means personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

### 2. PROCESSING OF PERSONAL DATA

The Company collects candidate's personal data such as name, surname, date of birth, gender, phone, email, address, postal code, city, country, website / blog, type of employment, job title, duration, organization and education level, professional skills, language certificates and diplomas professional experience, tasks and responsibilities in previous companies / departments where they were employed as well as other personal details included in candidate's CVs. The Company does not seek to collect special categories of personal data at that stage.

### 3. PURPOSE & LEGAL BASIS OF PROCESSING

The purpose of processing candidate's personal data is to evaluate their suitability for a specific job. The legal basis for the processing of personal data is Company's legitimate interest in hiring the right employee for the specific job.

### 4. SECURITY

Taking into account the state of the art, the cost of implementation and the nature, scope, context and purposes of processing as well as the risks of varying likelihood and severity for rights and freedoms of

natural persons posed by the processing, the Company both at the time of the determination of the means for processing and at the time of the processing itself, implements appropriate technical and organizational measures, such as pseudonymization, which are designed to implement data-protection principles, such as data minimization, in an effective manner and to integrate the necessary safeguards into the processing in order to meet the requirements of this Regulation and protect the candidate's rights.

For this purpose, the Company has adopted Policies and Procedures for the protection of personal data and has implemented important data protection measures, which include secure storage of data, classified access, etc. The Company will under no circumstances transfer candidate's personal data to unauthorized third parties, nor to countries/organizations outside the EU/EEA.

## **5. STORAGE AND RETENTION OF PERSONAL DATA**

All personal data processed by the Company, are safely stored on its servers, kept in Company's database for 12 months, provided that the Company does not proceed with its recruitment. After that period, the personal data are safely destroyed and the processing is terminated unless otherwise provided by law.

## **6. DATA PROTECTION RIGHTS**

According to the Existing Legislation, candidates have the right to:

- request information about your stored personal data and the way it is processed. If you so wish, we shall provide a copy of their personal data undergoing processing, free of charge (Right of Access).
- request rectification of inaccuracies or errors, correction of incomplete data or an update of their data (Right to rectification).
- request erasure of personal data, if no longer retained for specific, legal or stated purposes (Right to erasure or Right to be forgotten).
- request restriction of processing a) when the accuracy of the personal data is contested, b) when the processing is unlawful (but they oppose the erasure of the data), c) when the data is no longer needed for the purposes of the processing, and d) for as long as the verification whether the legitimate grounds of the controller override those of the data subject are still pending.
- object on grounds relating to their particular situation, at any time, to processing of personal data, especially when this data is processed for direct marketing purposes or profiling. More specifically, they may object to a decision based solely on automated processing. In such a case, they may exercise their right of intervention (Right to object - Automated individual decision-making).
- receive their personal data in a structured, commonly used and machine-readable format or transmit this data to another controller, where technically feasible and at all times under the specific conditions of the law (Right to data portability).
- revoke their once granted consent for your data processing at any time. As a result, the Company will not be allowed to continue the data processing based on this consent in the future.

Candidates may address their requests to Company's Data Protection Officer (DPO) via email [dpo-custom@revivalsa.gr](mailto:dpo-custom@revivalsa.gr). The Company shall answer all their requests within one (1) month. In the extremely rare cases that such a fulfillment is proven unfeasible, the Company shall immediately inform candidates

explaining the reasons in detail. This deadline may be extended by two more (2) months, if required, in case the request is complex or there is a large number of requests. In case that any employee believes that the provisions for personal data are being violated, he/she may file a complaint to the Hellenic Data Protection Authority.