Candidate Privacy Notice

Confidential

Confidential and proprietary information

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CONECTYS shall collect and store your curriculum vitae (CV) and covering letter, and the personal data and information contained therein.

We collect and process your personal data for recruitment purposes only. We shall collect and process your personal data as it is found on, or through, the following sources:

- You, the candidate.
- Your named referees, from whom we collect the following categories of data: full name, periods of previous employment, performance during previous employment.
- From publicly accessible sources, such as ejobs, Bestjobs, Linkedin, etc., where we collect your full name, email, work history, and other data included on your profile.

In connection with your application, we will collect, use, and store the following categories of personal data about you:

- The data you have provided to us in your curriculum vitae (CV) and the personal data contained in your covering letter.
- The data you have provided on our application form, including name, title, home/term address, telephone number, personal email address, date of birth, gender, employment history, qualifications, nationality, social media accounts, profession, professional memberships, educational achievements, diplomas, transcripts, languages, computer skills, national service completion (if applicable), identification number and any data you provide us during interviews at our premises.
- Any personal data provided to us about you by your referees (if applicable).

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We are storing your personal data in our Applicant Tracking System, [which is fully compliant with EU data protection laws], and we will not share it with any third parties. Notwithstanding the foregoing, and due to the global nature of Conectys operations, your personal data may be disclosed to departments (HR and Operations) of the companies within the Conectys Group (i.e., Conectys Serv Telecom SRL, Arcoman BVBA, Arcowave SA, Conectys Poland Sp. Z o.o., Conectys Philippines Inc., Conectys Turkey Iletişim Hizmetleri Limited Şirketi, and Arcowave Portugal Lda.) for the sole purpose of managing the recruitment process.

We will retain your personal data for a maximum period of 1.5 years counting from the date of your last application (if you are unsuccessful, we shall retain your personal data for 6 months or for a period of 1.5 years upon your explicit consent). We retain your personal data for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. We further retain such personal data in case a similar role becomes vacant and for which you would be a fitting candidate. After this period, we will securely destroy your personal data in accordance with our data retention policy.

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/we sourced you.
- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Comply with legal or regulatory requirements.
- To consider your application in respect of other roles.
- To communicate with you in respect of the recruitment process.
- To record you during the recruitment process, the language tests, and the interviews.
- To enhance any information that we receive from you with information obtained from third party data providers.

Please note that, as a data subject, pursuant to the EU General Data Protection Regulation (EU GDPR), you have the following rights in connection with the processing of your personal data:

- Information rights under Article 13 and Article 14 EU GDPR
- Right of access under Article 15 EU GDPR
- Right to rectification under Article 16 EU GDPR
- Right to erasure under Article 17 EU GDPR
- Right to restriction of processing under Article 18 EU GDPR

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- Right to data portability under 20 EU GDPR

   Pursuant to the above, I hereby consent to the processing of my personal data by Conectys for the purpose of the Recruitment & Selection process.

   I am aware and I have been informed that I may withdraw my consent at any time by using the "DATA SUBJECT CONSENT WITHDRAWAL FORM" by sending it via email at hradmin.bucharest@conectys.com

Date: Signature:

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