

PERSONAL DATA PROTECTION POLICY OF JOB CANDIDATES

SCOPE

As part of the recruitment process, EKME S.A. collects and processes personal data of job candidates. The agency is committed to being transparent about how this data is collected and used and the fulfillment of its data protection obligations. Candidate data collection shall be limited to the data that is absolutely necessary to assess the suitability and abilities of candidates for a specific job, in a complete, objective and reliable manner.

PURPOSE:

Data is stored and processed in order to analyze the profile of each candidate for the purposes of assessing and recruiting suitable candidates, with a view to recruiting the most suitable one. At the final stage of this process, the shortlisted candidates shall be informed in detail about the specific position and the company. If the application is unsuccessful, EKME S.A. may keep the personal data of candidates in a file, in case of future employment opportunities for which they may be suitable. The company shall obtain their consent before keeping their data for this purpose, and they may withdraw their consent at any time.

POLICY

1. Data and information

The term "personal information" in this Policy refers to information that identifies or may identify an individual. The types of personal data that the company processes include:

- name, gender, home address and telephone number, date of birth, civil status, contact numbers in case of emergency;
- details of residence and work permit status, military status, nationality and passport;
- employment history, technical skills, educational background, professional certifications and registers, language skills, attendance at educational programs;
- health data: personal data relating to the candidate's health are collected directly from the candidates and only if absolutely necessary: a) to evaluate their suitability for a specific position, b) to fulfill the employer's obligations regarding health and safety at work and c) to establish the employees' rights and corresponding reimbursement of social benefits. As regards illness of a candidate, the employer has a legitimate interest in being informed of any illnesses that could affect his ability to provide work. The employer is also entitled to receive information on illnesses that do not impair the ability to provide work, but involve risks to other employees, with whom the candidate will come in contact.

EKME S.A. may collect this information in various ways. For example, the data may be contained in the Job Application, CV or cover letter, which candidates submit voluntarily, either in person or electronically. In addition, information is collected from the ID card or other identification documents or is collected through interviews or other forms of evaluation.

The company can also collect personal data of candidates from third parties, such as recommendations provided by former employers. The company requests information from third parties only when a job offer is made to a candidate and after informing him that it is asking for recommendations and the candidate consents.

The data shall be stored at various locations, including the CV log, human resources management systems and other IT systems (including e-mail).

2. Use of data and information

The personal data of candidates is used exclusively to communicate with them, for scheduling interviews, evaluating them and recruiting staff to fill jobs, whether in the context of published advertisements or not. Curriculum vitae (resumes) sent in the context of an advertisement may, after initial evaluation, be used for a job other than that mentioned in the advertisement, provided that the candidate has consented to it.

3. Access to data and information

The information of candidates may be shared internally for the purposes of the selection process. This includes the members of the Human Resources team, the managers of the company's respective departments and the staff of the IT department, if access to the data is necessary for them to fulfill their roles. All EKME S.A. executives are bound by a discretion and confidentiality clause regarding the processing of candidates' personal data.

The company shall not disclose candidate data to third parties.

4. Data and information protection measures

The company takes seriously the security of the candidates' data. The company has taken all technical and organizational measures to make sure that the data will not be lost, accidentally damaged, used or disclosed and that no one other than the staff in charge of recruiting will have access to it.

5. Keeping data and information

If the job application is unsuccessful, the agency shall keep the data of candidates on file for 12 (twelve) months for future job vacancies. At the end of this period or as soon as the candidate withdraws his consent, his data will be deleted or destroyed. The data can be kept for a longer period of time, with the candidate's express consent.

If the job application is successful, the personal data collected during the recruitment process will be transferred to his personal file in the Human Resources Division (electronically and in hard copy) and will be kept during his employment.

6. Rights

As a data subject, candidates have certain rights. They can:

- have access to and receive a copy of their data upon request.
- require the agency to change incorrect or incomplete data.
- require the agency to delete or stop processing their data, for example when the data is no longer needed for processing purposes

If they wish to exercise any of these rights, they should communicate with the contact person at the postal address: 6 Sofias Vembo St., Postcode 57008, Diavata Municipality of Delta, Thessaloniki, email: dpo@ekme.gr.

Finally, they also retain the right to appeal to the Personal Data Protection Authority (APDPX) 1-3 Kifisias Avenue, Postcode 115 23, Athens, Tel.: +30 2106475600, email: complaints@dpa.gr), if they consider that their rights regarding protection of their personal data are being violated.

Related Forms

- **Consent of Job Candidate**