

JOB APPLICANTS' PRIVACY NOTICE

As part of any recruitment process, Tech4S Group (hereinafter the “Company” or “we” or “our”) collects and processes personal data about job applicants (hereinafter “you” or “candidate”). The Company is dedicated to protect the privacy and security of job applicants’ personal data, as well as to be transparent about how we use and collect job applicants’ data and comply with our data protection obligations.

The Company is the “data controller”. This means that we are responsible for how job applicants’ personal data are held and used. This Privacy Notice describes how and why your personal data will be used, and for how long it will be retained, in line with the General Data Protection Regulation (GDPR).

What information do we collect about you?

In relation to your application to work with us, we will collect, store, and use the below information:

- Information you have provided to us in your CV, cover letter, and on your application, including your name, title, address, and contact details, including email address and telephone number, date of birth and gender, together with details of your qualifications (i.e. diplomas, transcripts) skills, experience and employment history, professional memberships, languages, national service completion (where applicable) and nationality;
- Information about your work entitlement in Cyprus;
- Information you provide to us during the interview(s); and
- information about your current remuneration.

How is your personal data being collected?

We collect the above information as follows:

- Data contained in your application form, CV, and data collected through interviews or any other forms of assessment (where applicable);
- From publicly accessible sources, such as LinkedIn namely information included on your profile;
- We may also collect personal data about you from third parties, such as references by former employers, but we will only request this information once we have made you a job offer, and in such case, we shall inform you before contacting them.

How do we use and why do we process personal data?

We will use the personal data we have collected about you in order to:

- Evaluate your skills, qualifications, and suitability for the role;
- Conduct reference checks;
- Contact you about the recruitment process;
- Keep records relevant to our recruitment processes; and
- Comply with any relevant regulatory and legal requirements.

Upon receiving your application, we shall process your information to evaluate and decide whether you meet the requirements of the specific position you have applied for. If you meet the requirements, we shall then decide whether to call you for an interview. If we decide to invite you, we will use the information you provide to us at the interview to decide whether to offer you the position. In case we decide to offer the position to you, we may request from you reference letter(s) before confirming your employment.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of this process. Processing data from you shall enable us to manage the recruitment process, examine and confirm whether a certain candidate is suitable for employment and decide to whom we shall offer employment. We may also need to process data from you to respond to and defend ourselves against potential legal claims.

We also need to process your personal data to decide whether to enter into a contract of employment with you.

In some cases, we would need to process data to be sure that you comply with our legal obligations. For example, in case you're successful, we would be required to check your eligibility to work in Cyprus and whether a work permit or a visa will be required before your employment starts.

What if you do not provide personal data?

In case you do not provide certain information where requested, which are required for assessing your application further (such as evidence of qualifications or work history), we will unfortunately not be able to proceed with your application successfully.

Who has access to your data?

Your information will be shared internally for recruitment and selection purposes, mainly to the Company's Privacy and Data Compliance Officer, the staff of the HR team, hiring managers involved in the recruitment process, managers in the department relevant to the open vacancy, and IT staff, if access to the data is necessary for the performance of their duties.

We will not share your data with third parties unless your application is successful and we offer you employment in the Company, in which case we are obliged to share certain personal information to comply with a legal obligation in respect of regulatory bodies, and government authorities.

How do we protect your data?

We take the security of your data seriously. We have internal policies (such as this Privacy Notice) and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed by unauthorised persons but only by our employees in the proper performance of their duties. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach in cases where we are legally required to do so.

For how long do we keep data?

➤ Successful applicants

If your employment application is successful, personal data collected during the recruitment process will be retained during your employment in accordance with our employee data privacy policy.

➤ Unsuccessful applicants

If your employment application is unsuccessful, we will hold your data on file for 12 months (after which we will automatically delete your data) upon completion of the relevant recruitment process on the basis that a further opportunity may arise in the future and we may wish to consider you, as well as to the extent necessary to enable the Company to comply with any applicable legal or regulatory obligations or for the exercise or defence of legal claims.

At the end of the period of 12 months (or if you withdraw your consent before the 12 months), we will securely destroy your personal data.

Automated decision-making

You will not be subject to decisions that are based solely on automated decision-making.

Your rights about your personal data

Under certain circumstances, you have the right to:

- Request access to your personal data (known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check whether we are processing it lawfully.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected.
- Request erasure of your personal data. This enables you to request deletion or removal of your personal data where there is no good reason for us to continue to process it. You also have the right to ask us for deletion or removal of your personal data in case you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on the basis of this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, in case where you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal data to another party.

If you want to exercise any of your data protection rights above, please refer such requests to our Data Protection Officer via the below method:

Email Address: dpo@tech4sgroup.com

Also, please be informed that in case you have any questions about this Privacy Notice or about the way we have handled your personal data, you can still contact our Data Protection Officer by email as stated above. If you think that we have not acted in compliance with your data protection rights, you can complain to the Office of the Commissioner for Personal Data Protection in Cyprus.