

INFORMATION NOTICE
ON THE PROCESSING OF PERSONAL DATA
IN THE RECRUITMENT PROCESS

CERTSIGN S.A., with the registered office in Bucharest, 107A, Sos. Oltenitei, building C1, 1st floor, room 16 , Sector 4, registered with the Trade Register Office under the no. J40/484/17.01.2006, CUI 18288250 (“certSIGN”), as a personal data controller, processes your personal data submitted in accordance with the provisions of the EU Regulation 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data ("GDPR") and other provisions of Union or national data protection law.

Contact data of certSIGN Data Protection Officer:

- Email: dpd@certsign.ro;
- Address: 29A, Tudor Vladimirescu Bvd., AFI Tech Parc 1 building, 2nd floor, Bucharest, sector 5.

1. Purpose and grounds for the processing of personal data

The purposes for the processing of your personal data are:

- the conduct by certSIGN of the recruitment and selection process for employment as per Article 6 (1) (a) of the GDPR;
- verification of the employability, professional and personal suitability of the applicant, including by requesting references/recommendations from former employers or persons who can provide relevant references, as per Article 6 (1) (c) and (f) of the GDPR in conjunction with 29 of the Labour Code;
- updating your data if you have given your consent for us to retain your data after the recruitment and selection process has been completed, as per Article 6 (1) (a) of the GDPR;
- for the Data Controller to pursue legitimate interests such as for the defence of the controller's rights in legal proceedings as per Article 6 (1) (f) of the GDPR.

The **legal grounds** for data processing operations relate to Article 6(1)(a), (c) and (f) of the GDPR, as detailed above.

2. Categories of personal data

In order to achieve the purposes, certSIGN may process the following categories of personal data:

- data contained in the CV
- data from diplomas and certificates
- data from tests taken for employment
- data on the suitability for the role, professional and personal skills
- data on activities performed and duration of employment with former employers
- public data such as social media for professional purposes

3. Use of personal data and the consequences of not providing them

The processing of personal data is mainly necessary for including you in the recruitment and selection process for a position at certSIGN.

Refusal to provide the required data makes it impossible to include you in the recruitment and selection process.

4. Categories of recipients:

Your personal data is intended for use by certSIGN and may be disclosed to:

- you as a data subject to manifest your rights under the GDPR,
- auditors in the context of verifying the company's compliance with certain standards and legal provisions,
- public authorities and institutions under public law obligations,
- lawyers to represent us in the event of litigation or for advice,

5. Duration of personal data processing:

The data in your resume will be processed throughout the selection process and for 6 months from the date the selection process ended for the role you applied for, in case you were not recruited.

If you have expressed an interest in more than one role within certSIGN, the above deadline may be extended should you enter a new selection process for other roles.

After the retention periods have passed, your data will be deleted/anonymised.

6. Transfer of data outside the European Union

certSIGN does not transfer your personal data outside the European Union.

7. Rights of Data Subjects

As a data subject, you have the following rights under the General Data Protection Regulation (Articles 13 - 22 GDPR):

- Right to information: the right to be informed about the processing operations of your personal data according to Art. 13 and 14 of GDPR;
- Right of access to data: the right to obtain from the data controller confirmation as to whether or not personal data concerning you are being processed by him as well as information on the processing of your data according to art. 15 of GDPR;
- Right to rectification: the right to have your inaccurate data rectified, as well as to have your incomplete data completed, as per art. 16 of GDPR;
- Right to erasure under the conditions laid down in article 17 of GDPR;
- Right to restriction of processing your personal data under the conditions laid down in article 18 of GDPR;
- Right to notification by certSIGN of each recipient to whom personal data have been disclosed about any erasure or rectification or restriction of processing carried out in accordance with art. 16, 17 para.(1) and 18 of GDPR, unless this proves impossible or involves disproportionate effort (art. 19 of GDPR);
- Right to portability of data submitted to us, insofar as the data processing operation is based on your consent and has as grounds the agreement concluded with you under article 20 of GDPR;
- Right to object on grounds relating to your particular situation regarding the processing of data carried out in order to pursue the legitimate interests of certSIGN, under art. 21 of GDPR;
- Right to not be the subject of a decision based solely on automated processing, including profiling, which produces legal effects concerning the data subject or similarly significantly affects him, under art. 22 of GDPR, if applicable.

Also, you, as a data subject, have the right to withdraw your consent at any time, insofar as the data processing operation is based on your consent, provided that the lawfulness of processing based on your consent before withdrawal is not affected (art. 7 (3) of GDPR).

At the same time, we inform you that you have the right to address the National Supervisory Authority for Personal Data Processing - ANSPDCP to defend any rights granted by the applicable legislation in the field of personal data protection, which have been violated, as well as to appeal to the competent courts of law.

To exercise your rights under Articles 13-22 and Article 7 (3) of the GDPR, as set out above, you may submit a written request, dated and signed, to the Personal Data Protection Department of certSIGN:

- email: dpd@certsign.ro
- fax: (+4021) 3119905
- 29A, Tudor Vladimirescu Blvd, AFI Tech Parc 1 building, 2nd floor, Bucharest, sector 5.

Should you submit such request regarding the exercise of your rights over the protection of personal data, you will receive a response within 30 days, under the conditions provided by GDPR.