

Privacy Notice for Job Applicants

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Neterra EOOD, EIK 121039370, st. Vitoshki kambani №9, Kambanite Green Offices, Sofia, 1715, Bulgaria is the Administrator of your personal data that you provide to us or that we receive from other sources, such as Recruitment Agencies.

1. What Personal Data do we process?

In the job applicants selection process, we process the following categories of personal data:

- 1.1. Three names, date of birth, address, phone, email, photo;
- 1.2. Education, professional qualifications, data regarding your professional biography
- 1.3. Other data that you have voluntarily provided in your CV or in other documents that you have provided when applying to us or to a recruitment agency with which we partner.

We need your personal data to assess your application against the criteria set for the position. If you do not provide us with your personal data, we will not be able to review and assess your application. In this regard, by submitting your application to us, you are voluntarily providing us with your personal data.

2. How and why we collect job applicants personal data. On what basis do we process your personal data ?

Your personal data will be processed for the following purposes and grounds:

- 2.1. Conducting a personnel selection procedure in which you have participated, in order to select personnel with appropriate qualifications, knowledge, skills and experience, by evaluating the applications received and evaluating them against the requirements set for the specific position - on the basis of preliminary steps before concluding an employment contract.

3. When and why we share personal data with third parties

We do not share personal data of job applicants with third parties.

4. What do we use the collected personal data for?

- 4.1. Conducting a personnel selection procedure
- 4.2. Maintaining a database of approved job applicants until the selection is finished

5. How long do we store your data?

If you are not approved and are not invited for an interview, we will store your personal data until the completion of the selection procedure in which you participated, after which they will be destroyed, but no later than 6 months after their collection.

If you are invited for an interview and have consented to us storing your personal data for the purpose of participating in subsequent recruitment campaigns, Neterra EOOD will

store your personal data for a period of 1 year – in our office, in an electronic environment. After this period, your personal data will be destroyed.

6. What are your rights?

Your rights are defined and are in accordance with the General Data Protection Regulation (Regulation 2016/679).

- 6.1. Right of access of the data subject;
- 6.2. Right to rectification;
- 6.3. Right to erasure (right to be forgotten);
- 6.4. Right to restriction of processing;
- 6.5. Right to data portability;
- 6.6. Right to object

You can fill out the relevant form to provide you with detailed information about all the data we process.

In case you wish to file a complaint about how we have processed your personal data, please contact the Data Protection Officer using the contacts published on our page.

If you believe that your personal data has not been processed lawfully, you can contact the Personal Data Protection Commission and file a complaint with them (<https://www.cpdp.bg/?p=pages&aid=6>).