

Nordeus – Candidate Privacy Policy

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This Candidate Privacy Policy explains how your personal information is collected and stored and what happens to it when you apply for a position at Nordeus. If you have any queries you can contact us at recruiters@nordeus.com.

1. **WHO WE ARE.** We are Nordeus Doo Beograd (incorporated and registered Serbia) of Bulevar Milutina Milankovica 11, 11070, Belgrade, Serbia, as well as the Nordeus group of companies ('**Nordeus**').
2. **WHAT INFORMATION WE COLLECT.** In connection with your application for work with us, we may collect, store and use the following categories of personal information about you:
 - (a) Name, email address, country and any other information you submit to us as part of your application, including personal contact information.
 - (b) Your CV, resume, cover letters, work samples and other details about prior experiences and work history.
 - (c) References (please make sure you have approval from your referee before you share their details with us) and other background checks subject to legal requirements.
 - (d) Information collected during the course of any interviews or screening you have with us.
 - (e) Demographic information like your age (to make sure you're at least 18 years old).

We may also collect, store and use the following types of more sensitive personal information:

- (a) Information about your gender, race or ethnicity.
- (b) Information about your health, including any medical condition (if you choose to provide it).

3. DATA PROTECTION PRINCIPLES.

We will comply with data protection law and principles, which means that your personal information will be:

- (a) Used lawfully, fairly and in a transparent way.
- (b) Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- (c) Relevant to the purposes we have told you about and limited only to those purposes.
- (d) Accurate and kept up to date.
- (e) Maintained only for as long as necessary for the purposes we have told you about.
- (f) Kept securely.

4. HOW WE USE YOUR INFORMATION.

4.1 We collect, use and store your personal information in order to:

- (a) Process your application and communicate with you about it (and subsequent interviews if applicable).
- (b) Assessing your suitability for available positions.

- (c) Carrying out background and reference checks, if applicable.
- (d) Contacting you about other suitable job opportunities that may arise.
- (e) For internal data reporting purposes.
- (f) To comply with legal and/or regulatory requirements.

4.2 It is in our legitimate business interests to decide whether to appoint you for the role you are applying for, since it would be beneficial to our business to appoint someone to fulfil that role. We also need to process your personal information to decide whether to enter into a contract with you.

4.3 Once we have received your application, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for interviews (and for some roles, to undertake any tests).

4.4 If we decide to call you for an interview (or multiple interviews) or ask you to undertake any tests, we will use the information you provide to us at the interview(s) / as part of any tests whether to offer you a role at our business. We will then take up references before confirming your appointment.

5. HOW WE USE SENSITIVE PERSONAL INFORMATION.

We will use your sensitive personal information only in so far as we are permitted by law to do so:

- (a) We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.
- (b) We will use information about your nationality or ethnicity, to assess whether a work permit and a visa will be necessary for the role.
- (c) We may use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation (if you have chosen to provide such information), to ensure meaningful equal opportunity monitoring and reporting.

6. HOW YOUR PERSONAL INFORMATION IS COLLECTED. We may collect personal information about you from the following sources:

- (a) You, the candidate.
- (b) Recruitment agencies.
- (c) Your named referees.
- (d) Data from third parties available from public accessible sources.

7. SHARING DATA WITH THIRD PARTIES. We will only share your personal information with the following third parties for the purposes of processing your application: other companies in our group and our applicant tracking software providers. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit

them to process your personal data for specified purposes and in accordance with our instructions.

8. WHERE YOUR INFORMATION IS STORED. The information we hold will primarily be stored and processed in the EEA, but there may be circumstances where we need to work with trusted third parties outside of the EEA in order to run our hiring activities. We will take all steps reasonably necessary to ensure that this information is treated securely and in accordance with this Candidate Privacy Policy. All information we hold is stored on our secure servers which we own or license from appropriate third parties. We use industry standard procedures and security standards to prevent unauthorised access to our servers, however no online service or website can be completely secure, so please protect the information in your possession as well. 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 where we are legally required to do so.

9. AUTOMATED DECISION MAKING.

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

10. INFORMATION ABOUT CRIMINAL CONVICTIONS.

10.1 We do not envisage that we will process information about criminal convictions.

11. YOUR CHOICES & CONTROLS.

11.1 We'll only retain your information as long as is necessary for our hiring activities and operating our business. We also reserve the right to retain your information as necessary (e.g. to comply with our legal obligations, manage appropriate business records, prevent fraud, resolve disputes, and enforce our agreements).

11.2 Depending on where you live, you may have certain privacy rights. For example, in the EU (particularly under GDPR) you have the right to access and obtain a copy of your personal information we possess; you have the legal right to ask us to rectify/correct your personal information; and you may have the legal right to contact us to request that we delete your personal information from our system. We will use commercially reasonable efforts to honour your request, but we may decline requests that are unreasonably repetitive, are disproportionate, infringe the privacy of others or as otherwise permitted by law. To request access, deletion or rectification of your personal information, you can send us an email at recruiters@nordeus.com.

11.3 You have the right to make a complaint at any time to your local data protection authority.

12. OTHER. We expect to update this Candidate Privacy Policy from time to time. If we do, we will make the changed notice available online and update the "Last Updated" date. Once we change the Candidate Privacy Policy, it will become operative as soon as it's posted online.

You are welcome to contact us anytime if you have specific questions at recruiters@nordeus.com.