

INFORMATION NOTICE FOR THE PROCESSING ACTIVITIES CARRIED OUT BY SOFTELLIGENCE DURING THE RECRUITMENT PROCESS

Softelligence Group:

- **SOFTELLIGENCE S.R.L.**, headquartered at Gara Herastrau Street, no. 4D, Green Court, Building C, 2nd floor, Bucharest, District 2, Romania, Trade Registry No. J40/1411/2008, Unique Identification Code (C.U.I.) RO19333723 (“**Softelligence Romania**”),
- **SOFTELLIGENCE ENGINEERING S.R.L.**, having its head office at 4D Gara Herastrau Street, Green Court, Building C, 2nd floor, Bucharest, sector 2, Romania, registered to the Trade Registry under the number J40/15675/28.11.2016, V.A.T. registration number RO36788806;
- **SOFTELLIGENCE UK LIMITED**, a company incorporated in England (registered no. 10614103) and having its registered office at New Broad Street House, 35 New Broad Street, London, United Kingdom, EC2M1NH; and
- **SOFTELLIGENCE MK DOOEL SKOPJE**, - Company with the main place of business at St. Orce Nikolov 206-1/17 Skopje, each separately referred to as “**Softelligence**” and together as **Softelligence Group**, wants to inform you regarding the processing of your Personal Data.

Softelligence Group recruits mainly with the help of Softelligence Romania, which processes your applications submitted via our website www.softelligence.net. Softelligence Romania will act similarly to a recruiter in relation to your data and shall select the suitable candidate for other Softelligence Group entities, acting as an independent controller. Below you may find the details on the processing of your personal data by each Softelligence entity.

1. DEFINITIONS

The specific expressions, as well as the abbreviations in this Information Notice, will have the following meaning:

GDPR	Regulation (E.U.) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/E.C.
Softelligence affiliate	means an entity that owns or controls, is owned or controlled by, or is under common control or ownership with SOFTELLIGENCE, where <i>control</i> is defined as the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of an entity, whether through ownership of voting securities, by contract or otherwise.
processing	any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission,

recipient	dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
sensitive data	a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not. personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.
“data subjects”, “controller”, “processing”, “personal data”	shall have the meaning set forth by the provisions of the GDPR.
Personal Data	your personal information is processed by Softelligence according to the details provided therein.

2. INFORMATION WE MAY PROCESS REGARDING YOU

As part of your recruitment process, we may collect and subsequently process personal data as follows:

Categories of data you provide directly to Softelligence:

- a) your identity and contact details, for example, details on the application form, your name, surname, e-mail, phone, fax, address, home address, date and place of birth,
- b) your professional, personal, and social history, such as certificates, diplomas, professional qualifications mentioned in your CV, previous jobs, education and training details, professional experience, previous collaboration with other employers/collaborators, information on involvement in certain professional projects or activities, results of written and practical tests in professional examinations or certifications, recommendations;
- c) data resulting from the recruitment process we carried out, such as the skills / aptitudes / knowledge tested, salary expectations and any other data you provide to us, etc.
- d) during the recruitment process, we may also process sensitive data to the extent that such data was communicated to us or incorporated in the resume.

Categories of data we process about you from third parties, including publicly available sources:

- a) *from websites specialized in recruitment services* (e.g., BestJobs, eJobs), the data mentioned under items **a-c** above received directly from your;
- b) *from social networks (Facebook, LinkedIn, Instagram)*: professional experience, previous collaboration with other employers/collaborators, information on involvement in specific projects or professional activities, data on social and private life, publishing activity, participation in conferences, round tables, and other specialized or social events;

- c) *from professional networks (bar association, UNBR, ACCA), references: professional experience, previous collaboration with other employers/collaborators, information on involvement in specific projects or professional activities, data on social and private life, publishing activity, participation in conferences, round tables, and other specialized or social events*
- d) *from online professional magazines, online press, websites of former or current employers or collaborators, other sources offered by Google search tools - professional experience, previous collaboration with other employers/collaborators, information on involvement in specific projects or professional activities, data on social and private life, publishing activity, participation in conferences, round tables and other specialized or social events;*
- e) *from Softelligence Romania as Softelligence Group part, any of the data from items a-c above received directly from you.*
- f) *from any Softelligence entity and our employers – recommendations of you as a potential candidate;*
- g) *from former employers/collaborators, other individuals/entities you indicate us for recommending you – data regarding your relation with them, your professional performance, your skills, information on involvement in certain projects or professional activities.*

The volume and nature of the categories of personal data that we will process during the recruitment process may differ, depending on the position within the Softelligence for which you applied / for which we analyzed your application as well as the Softelligence entity offering the position.

3. WHAT IS THE LEGAL GROUND FOR PROCESSING YOUR DATA?

When processing Personal Data about you, each Softelligence entity in the Softelligence Group entity acts as an independent Controller.

In general, as your potential employer, we process Personal Data about you based on the fact that this is necessary in connection with your individual employment contract and to comply with our legal obligations. We may also process your Personal Data for our legitimate interests, for example, for the exercise and defense of a right in court, as well as for the other interests we have (for more details, see details below).

4. HOW WE USE YOUR DATA?

A. Recruitment and selection of candidates for current vacancies

We process your Personal Data to assess the extent to which you are suitable for the vacancy at **Softelligence**, to conclude an employment contract in accordance with the law applicable to **Softelligence** and to properly manage the recruitment process, including at Softelligence Group level (e.g., minimum age requirements, equal opportunities).

Legal grounds: steps in view of conclusion of the labour/collaboration contract with you; your consent; our legal obligations requiring us to collect specific data and our legitimate interest to recruit persons adequate to Softelligence needs, manage and improve the recruitment process.

What happens if you do not provide us with the required information: we may not be able to complete the recruitment and selection process (which will result in your application being rejected), or we may not be able to contact you.

B. Pre-employment vetting

To ensure the selection of the most suitable candidates, we conduct a basic vetting of your professional background, directly or indirectly, via our collaborators in the recruitment field. In such context, we may request supplementary proof of your professional skills, contact your former employers/collaborators to obtain their recommendations, and search the online public information relevant for the recruitment process and the position you apply for, as described under Section 2 above. We can obtain information on your previous employers after previously letting you know on this step and only in respect to the activities you undertook as their employer and the duration of your employment. Any information exceeding these two categories could be obtained only with your prior consent.

Legal grounds: *our legitimate interests* to ensure the selection of the most suitable candidates for our positions and to confirm some of the information you provide, *your consent*, and *legal obligations where the law imposes particular verifications before employment – e.g., your criminal record*.

What happens if you do not provide us with the data: not providing us with the data requested in view of pre-employment vetting may impact the final decision on your selection, depending on the information we request. We will let you know the exact importance and impact of such information when requested.

C. Evaluating and improving our recruitment process

We process your data to obtain your feedback via e-mail on the recruitment process and to generate various statistics that can help us coordinate and continuously adapt to the requirements of recruitment processes in the market. We use this internal feedback to improve our recruitment process.

Legal ground: we process your data for this purpose based on our legitimate interest in improving and reforming the recruitment process to select and attract the most suitable candidates

What happens if you do not provide the data: we will only consider your choice not to give us feedback on our internal statistics.

D. Contacting for future opportunities

We process your data to contact you for future opportunities for a period of 3 years from the end of the recruitment process in which we obtain your data. If you do not wish us to process your data for future opportunities, please let us know at privacy@softelligence.net and your data will be deleted without further delay.

Legal grounds: your consent.

What happens if you do not provide us with the required information: we will not consider you for other future opportunities inside Softelligence.

E. Defending the rights and interests of Softelligence in legal, administrative, or similar proceedings

To the extent that there are procedures of any kind that require the retention/use of your data and are related to the recruitment process - e.g., specific disputes, complaints to ITM, requests from various authorities, your complaints/requests connected to recruitment, we may process certain data concerning you, depending on the specifics of the procedure.

Legal grounds: *our legitimate interest* in defending our rights and interests and in management of your complaints and related internal issues/incidents you refer to or, as the case may be, the legitimate interest of other individuals/entities; *legal obligation*.

Softelligence does not process your data via an automated decision-making process (i.e., making decisions without human involvement) that could produce legal effects or any other similar significant impact for you.

5. WITH WHOM WE MAY SHARE YOUR INFORMATION?

We may transfer your data when reasonably necessary or required to do so to third parties (authorities, consultants, etc.) in connection with investigations by law enforcement or regulatory authorities.

We may disclose your information to our group companies for reasons of support in the recruitment process and to ensure adequate H.R. management at the group level, and or the case may be analyzed and provide feedback in the context of incidents / sensitive cases. Also, when you submit your application, Softelligence Romania will be the entity initially processing your applications and undertaking your selection for the position in the relevant Softelligence entity for which you applied. After the selection, your details will be circulated with the relevant Softelligence employer in view of further steps to be undertaken – e.g., negotiation of the final salary, analysis of your candidate profile, and your financial requests for confirmation of selection, etc..

Softelligence Romania acts as a data controller with the other entities from Softelligence Group and with Softelligence UK for Group H.R. management purposes. In such context, each Softelligence entity will reply to your requests related to the processing activities it undertakes, with the input of other Softelligence entities, where necessary.

We may also transfer your data to various consultants we work with (e.g., for the testing activities during the recruitment process, contractors, consultants, lawyers, etc.), auditors, and services providers of I.T. and security services, software development services, and recruitment agencies.

6. WHEN DO WE SEND YOUR DATA ABROAD?

We may transfer or give access to your Personal Data to staff, agents, contractors, or Softelligence affiliates from a country outside the European Economic Area (EEA), such as U.K. and Macedonia, for the purposes and legal grounds set out above. We will ensure that any of your information that is accessible outside the EEA is handled subject to appropriate safeguards. The European Commission has approved U.K. as providing essentially equivalent protection to EEA data protection laws.

For sharing your Personal Data to countries which have not been approved by the European Commission as providing essentially equivalent protection to EEA data protection laws, such as Macedonia, we will either (a) ask for your consent to the transfer or (b) transfer the data based on European Commission approved standard contractual terms. You may obtain a copy of such adequate clauses by contacting us at the contact details indicated below.

You can contact for details any Softelligence entity, depending on the processing you are interested into.

7. FOR HOW LONG DO WE KEEP YOUR DATA?

Softelligence processes your Personal Data during the recruitment process, plus a reasonable period, depending on the circumstances.

If you have not been selected for the position for which you have applied, Softelligence will archive your data for a period of 3 years from the date of submission of the refusal, in order to be able to defend itself in case of any proceedings initiated by you or, after in order to be able to initiate any investigations or other relevant procedures. In this case, Softelligence will not process such data for any other purpose.

If you have chosen to be contacted in the event of future opportunities, we will retain your data for a period of 3 years from the end of the initial recruitment, with the possibility for you to renew the retention period.

If you have been selected for the position for which you have applied, we will process your data for the entire period of your employment, plus a reasonable period in line with the provisions regarding H.R. relation. For details, depending on your employer, please refer to the relevant Privacy Policy for employers which will be provided to you once you are selected.

8. YOUR RIGHTS

- **Access:** You have the right to be provided with access to any data held about you by Softelligence.
- **Rectification:** You can ask us to have inaccurate or incomplete personal data amended or supplemented.
- **Erasure** (“right to be forgotten”): You can ask us to erase personal data in certain circumstances listed in Art 17 GDPR and we will take reasonable steps to inform other controllers that are processing the data that you have requested the erasure of any links to, copies or replication of it.
- **Withdrawal of consent:** You can withdraw any consent to processing that you have given us and prevent further processing if there is no other ground under which Softelligence can process your personal data.
- **Restriction:** You can require certain personal data to be marked as restricted whilst complaints are resolved and also restrict processing in certain other circumstances. If following your request, we restrict the processing of your personal data, we will store your personal data, and otherwise process it only with your

consent; to establish, exercise, or defend a legal claim; to protect the rights of another natural or legal person; or for reasons of important public interest. We will also inform you before lifting the restriction of processing.

- **Opposition:** You have the right to object to processing of your personal data when based on Softelligence's legitimate business interests. We will stop processing such data information unless: (i) there are compelling legitimate grounds for the processing that override your interests, rights and freedoms; or (ii) Softelligence needs to continue processing your personal data to establish, exercise or defend a legal claim.
- **Portability:** You can ask us to transmit the personal data that we hold about you to you or to a third party electronically (i.e., in a structured, commonly used and machine-readable format), whenever we process your data based on contract/consent and via automatic means.
- **Raise a complaint:** You can raise a complaint about our processing with the data protection authority:
National Authority for Supervision of Personal Data Processing
B-dul G-ral. Gheorghe Magheru 28-30, Sector 1, cod postal 010336, Bucharest, Romania
www.dataprotection.ro
or the relevant authorities in U.K., Macedonia, if the complaint relates to the processing undertaken by our affiliates.

IN ORDER TO EXERCISE THESE RIGHTS, YOU MAY CONTACT US USING THE FOLLOWING DETAILS:

Address: Gara Herastrau Street, no. 4D, Green Court, Building C, 2nd floor, District 2, Bucharest, Romania.

E-mail address: privacy@softelligence.net

Softelligence Romania will in principle handle your requests/queries/complaints related to your recruitment. If the other Softelligence entities input is needed, such will be informed on your request/complaint in order to provide us with relevant information or if the request/complaint is rather connected with their activity, to undertake and solve it directly. We will let you know when another Softelligence entity will take care of your requests/complaints.

You are able to exercise the above-mentioned rights in your relationship with any Softelligence entity if it is concerned by it.