

Privacy Notification for Job Applicants

In its capacity as a legal entity, hiring employees under employment relations after carrying out a selection procedure for choosing among submitted job applications, **UBB - INSURANCE BROKER EAD**, (*referred to hereinafter as „we“, „us“, „ours“, „The Company“*) acts as a controller for your personal data, which are being processed by us during our procedures for selection and recruitment of new employees. We commit ourselves to responsibly handling your personal data. The present Notification document provides an explanation as to how we collect, use and disclose the personal data, pertaining to applicants for a job with us and it is recommendable for you to spare some time and read it.

1. What is the type of personal data that we collect?

We collect personal information about you, which you provide us with upon applying for a job vacancy with our Company, such as:

- a. Your CV-related data* - incl. full name, date of birth, previous employment; personal resumes; education and qualifications; employment descriptions, references and recommendations;
- b. Contact information* – incl. telephone number, email address;
- c. Your ID* – a photograph, in case you have provided such;

We routinely collect your personal data from the provided by you personal resumes (CVs), motivation or reference letters and *do not demand*, for the purpose of recruiting the most appropriate job candidates, *originals or notarized copies* of documents, certifying the candidate's physical or psychological fitness, the needed qualification degree and length of service for the position to be held.

2. What are our grounds for collecting your personal data ?

We collect and process your personal data on the grounds of our legitimate interest to carry out and protect our business. Your provision of personal data as a reply to a job announcement, published on our website or in an electronic gateway for job applicants, is mandatory and the processing of such data by the Company does not depend on your prior consent. Nevertheless, we guarantee that your personal information will be processed in a fair and impartial manner, while taking into account your interests and your basic rights and freedoms.

3. What purposes do we use your personal data for?

We will use the information, collected about you, for selection of job applicants and for conclusion of labour contracts with us.

4. Delivery of personal data in Bulgaria

The personal data, collected from job applicants, are not being shared with third persons outside our organization structure, apart from such third persons, rendering to us contractual services, such as suppliers of services for IT support of hardware / server, email hosting or the Company's website.

5. Delivery of personal data outside Bulgaria

We do not deliver your personal data to other persons/entities in another member state, nor to a third country, nor to international organizations.

6. How long do we store your personal data?

The provided by you personal data will be processed and stored until we finalize the procedure for selection and recruitment of an appropriate candidate for the respective job vacancy. As regards the selected candidates, their personal data, provided in the application process, will be stored and processed by the Company over the entire period of duration of the labour relations between the parties and in compliance with the statutory deadlines. As regards non-selected candidates, their provided personal data will be

deleted or destroyed within a period of up to 6 (six) months, following the finalization of the candidate selection procedure. Should some candidate has provided original documents or notarized copies of such documents, certifying his/her physical or psychological fitness, the needed qualification degree and length of service for the position to be held, and in case we have not selected him/her to be recruited by us, then we shall return those documents to the candidate within the period, stipulated in the previous sentence. If you have provided us with your prior consent in writing, we may retain your data over a period of up to 2 (two) years, for the purpose of contacting you upon subsequent procedures for selection and recruitment of new employees.

7. How do we protect your personal data?

We use many procedures and technologies, in order to protect the personal data, which you provide us with, from unauthorized access, use, disclosure, amendment or destruction in compliance with the applicable legislation. We require from our suppliers and counterparties, which have access to your personal data, to use appropriate technical and organizational measures for ensuring your personal data protection and privacy.

8. What are your rights?

In line with your personal data you have the following rights (some of those may depend on additional conditions, stipulated in the legislation):

- a. Right of **access** to your personal data – *you may request information in more detail as to how we use your data, as well a copy of the information about you that we store*
- б. Right to request **rectification** of the imprecise personal data, related to you
- в. Right to request **restriction** of the processing of personal data, pertaining to you – *in the cases when there is a filed complaint, undergoing consideration*
- г. Right to **object** to the processing of your personal data – *in the cases when such processing is based on the Employer's legitimate interest, unless there are convincing legal grounds for the processing or such is needed in line with legal claims.*
- д. Right to request **deletion** of the personal data, pertaining to you („the right to be forgotten“) – *in the cases when there are no legal grounds for us to continue storing those data*
- е. Right to obtain the personal data, which you have provided to us and which relate to you and reuse them by transferring those to another data controller („right of **data portability**“)
- ж. Right to file a **complaint** with the competent supervisory authority or with the court, if your rights have been infringed upon or in case you have suffered from unlawful processing of your personal data (*the supervisory authority on data privacy in Bulgaria is the Commission for Personal Data Protection, at the following address: Sofia city, postal code 1592, 2, Tsvetan Lazarov Blvd.*

In the cases when you have provided us with your consent for storage of your personal data for the purposes of participating in selection procedures upon subsequently announced by us job vacancies, you are entitled to **withdraw your consent** to processing your personal data at any time by writing to us at the contact or email addresses stated further below, as this shall not impact the lawfulness of processing based on your consent, prior to having it withdrawn.

9. Contact info upon queries

The personal data controller is UBB - INSURANCE BROKER EAD, Company ID 175280478, having its seat and registered office at the following address: Sofia, postal code 1040, Vazrazhdane Administrative Region, 7, Sveta Sofia Str., floor 2. There is a Data Protection Officer (DPO) at UBB - INSURANCE BROKER EAD, whom you may contact upon any queries, pertaining to the present document or in case you would like to exercise some of your rights in this respect. Please, find the contact details, stated further below:

E-mail: ubbib@ubb.bg

Tel.: + 359 2 811 2976; + 359 2 811 2845;