

Recruitment Privacy Notice

Iteam is committed to respecting your privacy and protecting your personal information. This Recruitment Privacy Policy describes iteam's practices for collecting, storing, and processing your personal information / personal data during the recruitment process. It is important that you read this Privacy Notice before applying for a job at iteam. According to GDPR 'personal data' means any information relating to an identified or identifiable natural person.

Data Controller

The controller of your personal data is iteam Legal entity name iteam with distinctive title iteam which is based in the municipality of Pallini, 10-12 Leontariou, Postal Code 153 51, Athens, Greece, hereinafter referred to as the 'company' or 'iteam'.

What personal data do we collect about you?

With a view to future cooperation, we collect and process personal details such as name, email address, address, telephone number, date of birth, qualifications, experience, information relating to your employment history, skills experience that you provide to us.

In addition, we may collect information from third parties, for example, in connection with a background or employment check and/or an employment reference.

If you contact us, we may keep a record of that correspondence.

Iteam does not seek to collect sensitive personal data during the evaluation stage.

As part of the screening process, if you receive an offer, we may run of background check. Background screening will only be done where permitted by the law. A background check will only involve criminal background data to the extent permitted by law. Our legal basis for background screening is our need to perform precontractual measures related to establishing our employment relationship.

Scope and Legal basis for processing your personal data.

The purpose of processing personal data of prospective employees is to evaluate candidates' suitability for a specific job position. The legal basis for processing your personal is iteam's legitimate interest in recruiting the right employee for each job position.

We need to process your personal data to take steps at your request prior to entering into a contract with you. Your provision of personal information in connection with recruiting is voluntary, and you determine the extent of information you provide to us. We process your personal data during the recruitment, upon your request you submit when entering into the recruitment process, by submitting your application.

The personal data of candidates who were not recruited at the time of their initial application will be retained in accordance with the provisions of this notice for future employment opportunities. In this context, we rely on the consent of the candidates as the legal basis for processing.

We do not use your personal data to make automated decisions that influence or create profiles, i.e., to decide by electronic means without human intervention.

How and from whom do we collect your personal data?

We collect your personal data from you during the recruitment process through your application, CV, letters of recommendation from previous employers, interviews, or other forms of assessment (e.g., tests).

Your CV and/or application may also be received via third party websites that post job adverts for us.

We may receive your personal data from a third party who recommends you as a candidate for a specific job opening or for our business more generally.

Where and for how long do we keep your data?

Your personal data are stored on the company's servers, taking the appropriate technical and organizational measures for their access, security and integrity as well as partner companies (performing the processing), in the context of providing storage services in cloud computing (cloud storage).

Your personal data is kept up to one (1) year.

The withdrawal of consent can be done by yourself at any time and does not affect the legitimacy of consent-based processing in the period prior to said withdrawal. To withdraw your consent please refer to your rights below for more information.

If you accept an offer of employment with us, any relevant personal data collected during your pre-employment period will become part of your personnel records and will be retained in accordance with the applicable Greek labour Law and with the privacy notice applicable to our employees, which will be provided to you during the on-boarding process.

You can request that we delete your data. See the right to erasure below for more information.

Who has access to personal data-recipients?

Access to your personal data, which is collected in the context of the above purpose, is given to the iteam staff authorized to handle the recruitment process (HR, Finance Department, Department Manager, Top Management). Iteam staff has been properly informed about the safe processing of your personal data. In addition, recipients of your data are cooperating companies (performing the processing), in the context of providing cloud storage services.

Transfers outside the European Economic Area (EEA)

As part of the processing carried out, your personal data will not be transferred outside the EEA. If a transfer to a third country or international organization is required in the future, this will be carried out under the conditions of legal and secure transfer provided by Regulation 679/2016 and national legislation. In addition, in the cases provided for by the current legislation, you will be fully informed about the transfer in question prior to the transfer.

What security measures do we take?

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data. We cannot guarantee the security of your data transmitted through any online means; therefore, any transmission remains at your own risk.

Our security measures are regularly reviewed to maintain our level of security in line with international standards and to ensure that personal data is handled in a secure manner.

What are your rights?

In accordance with applicable law, as a candidate you have, and you can exercise the:

- Right of access and be informed. A right to request information about the personal data we hold about you, including the details of how we use that information and who we share it with.
- Right to amend or rectify your personal data. Request us the correction and/or completion of inaccurate, incomplete data we hold about you.

- Right to request the erasure of your personal data, if iteam keeps it without any legal basis for processing.
- Right to limit the processing, if one of the conditions of article 18 of the GDPR are met.
- Right to portability of your personal data. Request the provision of your data in a structured, commonly used, and readable format, or request their transmission to a third party.
- Right to object to the processing of their personal data, including objecting to automated decision-making and profiling.
- Right to withdraw your consent, (only for processing for which consent could be deemed to be freely given as above). If you withdraw your consent, we may not be able to provide you with certain services. We will let you know if this is the case when we withdraw your consent.

If you would like to exercise any of those rights, please:

- contact us using our Contact details below.
- let us have enough information to identify you,
- let us know the information to which your request relates.

In case of exercising one or more of the above-mentioned rights, iteam will make sure to respond immediately and in any case no later than within one (1) month from the submission of the request and the identification of the applicant. This deadline can be extended by two (2) more months, if necessary, if the request is complex or there is a large number of requests.

In the event that candidates consider that their personal data has been violated in accordance with the Existing Legislation, they have the right to submit a complaint to the Personal Data Protection Authority.

How to communicate with us regarding your personal data?

If you have any questions or concerns about how iteam processes your personal data, or wish to exercise your rights, please contact iteam via email to hr@iteam.gr

In any case, if you consider that the protection of your personal data is affected in any way, you have the right to file a complaint with the Personal Data Protection Authority, using the following contact details: complaints@dpa.gr | Personal Data Protection Authority, Kifisias Avenue 1-3, P.O. 115 23, Athens | +30 210 6475600.

We reserve the right to modify this Privacy Notice. We will post any changes to our Privacy Notice on this page.

Thank you for your interest in iteam