

CANDIDATE NOTIFICATION ON THE PROCESSING OF PERSONAL DATA

The Company under the name "ITEAM S.A." (hereinafter referred to as the "Company") collects and further processes personal data for recruiting purposes.

The Company collects CVs, which job applicants send electronically or submit in paper form either by replying to a relevant job post or by sending them on their own initiative. In such cases, personal data are processed as described here below:

1. Data Controller

The Company [address: 10-12 Leontariou, 153 51, Pallini, Greece,] acts as a Data Controller for any processing carried out:

- i. during the collection of CVs;
- ii. when conducting interviews;
- iii. during the final evaluation of job applications.

2. Communication on personal data issues

To exercise your rights (below under 7), ask questions or for any other reason regarding the processing of personal data described in this Notice, you may contact the Company's Data Protection Officer (DPO) at: dpo@iteam.gr.

3. Which personal data are processed

During the selection procedure, personal data are processed as follows:

I. Collection and evaluation of CVs

At the CV collection and initial evaluation stage, we process the following information:

- i. Identity data (Name, Father's name, Mother's name, Identity Card No.);
- ii. Contact Details (Land Line, Mobile Telephone Number, E-Mail Address);
- iii. Information about your education (School attended - Diplomas, Language Certificates, Certifications, Seminars-Education);
- iv. Information about your professional experience (Professional Capacity, work experience, working position);
- v. Any other personal data included in your CV.

II. Interviews

During interviews, the following personal data are processed:

- i. Detailed information about your education, professional experience and other skills;
- ii. Data that you will voluntarily disclose in the context of the interview.

III. Final Evaluation

During the final evaluation of job applications, we process all the information contained in your CV, collected in the context of the interview, as well as the following data:

- i. Data that may be included in letters of recommendation,
- ii. Data included in the documents you provide as proof of the qualifications - skills described in your CV. Personal data will be collected and processed by the Company in order to run a background check to confirm the validity of the education and employment history of the applicant employee.

4. Legal basis of the processing of personal data

The legal basis of the processing of personal data is to take measures at the request of the Subjects prior to entering into a contract (Art. 6 par. 1(b) GDPR) and to exercise the managerial right in accordance with Article 6, par. 1(f) of the GDPR (processing is necessary for the purposes of the employer's legitimate interests - verifying information and consisting in the selection of the most suitable employee for the position.).

Special categories of personal data are processed only for the purpose of assessing suitability for work (art. 9 par. 2. approx. or GDPR), otherwise when voluntarily disclosed by the prospective employees themselves (art. 9 par. 2. approx. e GDPR).

5. Retention period of personal data

Your personal data will be retained for six (6) months from the date you provide them to us and will be deleted - destroyed after that period. If you wish your personal data to be retained for a longer period, please explicitly state this when submitting your CV. Note that under no circumstances will we retain your personal data for more than two (2) years.

6. Disclosure – Sharing of personal data

Your personal data are processed by the Company's authorized personnel.

Your personal data are not disclosed/made available to third parties, with the exception of the providers of website development, support and hosting services.

These providers (Processors) have provided contractual guarantees for the protection of your personal data.

The data are stored in Greece. No transfers outside the European Economic Area (EEA) take place.

7. Rights of data subjects

The Company, as a Data Controller, complying with the provisions of the legislation on personal data protection, facilitates the exercise of and satisfies the following rights:

- **Right of access:** Data Subjects are entitled to learn whether the Company processes their data and, if so, to receive a copy of them provided that the data have not been deleted.
- **Right of rectification:** Data Subjects are entitled to request the rectification of inaccurate or incomplete personal data.
- **Right of erasure:** Data Subjects may request that the Company deletes their data subject to the conditions laid down in the applicable data protection legislation.
- **Right to restrict processing:** Data Subjects are entitled to request that processing be limited, such as not deleting data they consider necessary to establish, exercise or support legal claims.
- **Right to object:** Data Subjects are entitled to object to processing subject to the conditions laid down in the applicable data protection legislation.
- **Right to portability of personal data:** Data Subjects can request that the Company transfer their data to another entity or provide it to them in a structured, commonly used and machine-readable format.

To exercise their rights, Data Subjects may contact the Company's DPO (under 2 mentioned).

In the event that you consider that the processing of your personal data violates the applicable regulatory framework for the protection of personal data, you have the right to file a complaint with the Hellenic Data Protection Authority (postal address Kifissias 1-3, P.C. 115 23, Athens, tel. 210. 6475600, e-mail address contact@dpa.gr).