

Processing of the personal data of applicants for vacancies advertised by Egis

Egis processes the data of applicants for the vacancies it advertises, including the data of Applicants who apply for vacancies advertised on the career page at <https://karrier.egis.hu/allasok> (“Career Page”) (“Applicants”) as set out below. The carrier site is operated by **Nexum Magyarország Kft.** (6726 Szeged Temesvári körút 15.; zolt.kadar@nexum.hu; www.nexum.hu). The recruitment database is protected by a password.

By submitting a job application and providing all the personal data included therein, the Applicant warrants that they only include his/her own personal data or he/she has an appropriate and informed consent or other legal basis for the transfer of personal data to Egis. If Egis becomes aware that any data relating to a data subject has been disclosed without consent or other appropriate legal basis, then Egis immediately deletes such data and in addition the data subject may exercise the rights and remedies available under this Privacy Notice. Egis shall not be liable for any loss, damage or injury resulting from any breach of the above undertaking by the Applicant.

Purpose of data processing	Legal basis of data processing	Scope of processed data	Data retention period, access rights, recipients of data transfers
<p>1. Processing the personal data of Applicants for the purpose of filling the posts advertised by Egis (recruitment).</p>	<p>Article 6 (1) (b) of the GDPR - processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</p> <p>The processing of the personal data of the Applicant starts upon registration on the Career Page or submission of his/her job application to Egis (or delivering it on paper). The processing also applies to the processing of personal data related to the job</p>	<p>Data provided by Applicants in the Application, in particular: the name and contact details (address, telephone number, email address of Applicants, and, as the case may be, the LinkedIn contact or their own professional websites), the content of the CV and motivation letter, profile photo attached to the CV, foreign language skills, information related to previous experience, place(s) of work, qualifications, skills and studies, preferred professional area, references and, where available, expected monthly salary. The CVs</p>	<p>The data retention period is 2 years from the finalisation of registration on the Career Portal and the simultaneous acknowledgement of the privacy notice.</p> <p>This is the length of time during which a claim is generally enforceable in relation to the procedure, e.g. on grounds of equal opportunities and prohibition of negative discrimination. The initial legal basis of data processing is replaced with Article 6 (1) (f) of the GDPR, pursuant to which the data processing is necessary for the</p>

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	<p>interview (if any), clarification of the content of the job application submitted, as well as the professional expectations, demands and any professional issues, personal competencies and tasks indicated by the Applicant during the job interview.</p> <p>If the Applicant is not selected for the position for which he/she has applied, but e.g. during the interview, the staff member making the selection sees that there is another open position for which the Applicant may be suitable, he/she may offer to redirect him/her to this other position. In this case, Section 2 of this notice applies to data processing and the process can only be continued with the consent of the Applicant.</p> <p>In respect of application for positions which require the establishment of employment, Section 10 (1) of the Labour Code provides a further legal basis. Under this Section the data and data</p>	<p>and applications may include personal data given voluntarily by Applicants such as the place and date of birth, mother's name upon birth, citizenship, Facebook, Skype identifier, mother-tongue, any other document in addition to the CV and motivation letter.</p> <p>Egis receives such data either directly from the Applicant or from a third party transferring the Applicant's data (such as head-hunters, recruitment agencies). In the latter case, the third party's data processing terms and conditions may also apply.</p> <p>In addition, Egis makes internal notes in line with the Applicant's competencies and evaluation criteria in connection with applications.</p>	<p>purposes of the legitimate interests pursued by Egis, which is necessary for Egis to take part in proceedings initiated for the enforcement of claims and submit defence. In the case of successful Applicants, based on the data provided in the course of application Egis infers the development objectives required for the next 2 years.</p> <p>If the Applicant withdraws his/her application (in case the Applicant contacts Egis with a request for erasure) on one of the contact details of Egis before selection, Egis deletes the Applicant's data. Egis construes the withdrawal of the application as meaning that the Applicant does not wish to enforce any claim in relation to the application.</p> <p>Persons who have access within Egis: Within the Egis organization the person competent in the area where the job concerned is advertised and competent staff of the Egis HR Directorate may have access to applicants' job applications and the</p>

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	<p>forms which are material from the aspect of establishing employment can be requested from the employee even prior to the establishment of employment.</p> <p>In the case of successful selection, when using an intermediary company, Egis notifies the intermediary company of the selection of the Applicant and the remuneration due to the Applicant in accordance with the data processing conditions of the intermediary company in order to calculate the commission for successful intermediation. In this case the legal basis for data transfer is Article 6 (1) (f) GDPR (legitimate interest of Egis and the intermediary company).</p>		<p>personal data contained therein during the term of data processing.</p> <p>The partner of Egis that carries out the optimization from a HR perspective of the software of Egis applied for recruitment and selection may also receive access to the job applications of Applicants.</p> <p>In case of successful selection, Egis may transfer the data provided by the Applicant to the employment agency or school association that will employ the Applicant in connection with the activities performed at Egis.</p> <p>In some cases Egis may make selections with the assistance of a professional partner (so-called RPO, i.e. “recruitment process outsourcing” activity or bounty hunting); in such cases, the contractual partner of Egis (e.g. Randstad Hungary Kft.) may assist in the entire recruitment and selection process (not including the specification of the job advertised by Egis and the selection of the</p>

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			successful Applicant), whereby the contractual partner of Egis acts as a data processor. An updated list of partners is available on hr@egis.hu.
<p>2. Keeping CVs or other application related materials and competence test related materials of Applicants in order that Egis can contact the Applicant in the future with a job offer directly (e.g. when a vacancy later or another open position matching his/her professional background - profile).</p>	<p>Article 6 (1) (a) of the GDPR (voluntary consent of the Applicant).</p> <p>The individual has the right to withdraw his or her consent at any time. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.</p> <p>Consent is voluntary, however without data Egis cannot directly contact the Applicant with a job offer in the future (e.g. when a job becomes vacant later).</p>	<p>The scope of the data collected from the Applicant initially.</p>	<p>Until the withdrawal of the consent, failing this, 2 years from the consent given on the Career Portal and the simultaneous acknowledgement of the privacy notice.</p> <p>This is the length of time while in the opinion of Egis the data necessary for the purpose of data processing can remain up-to-date and accurate. For example, if the experience of an Applicant is not sufficient when he/she applies, the Applicant may become competent to fill in a future position later. Applicants may at any time request the deletion of their data, as set out above even during their employment by Egis.</p> <p>Within the Egis organization the staff competent in the area where the job concerned was advertised and recruitment and selection staff of the Egis HR Directorate may have access</p>

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			to Applicants' job application materials and the personal data contained therein during the term of data processing.
<p>3. In the case of job applications received on a platform other than the Career Portal, contacting the Applicant in order to inform him/her that Egis can accept the job application on the Career Portal.</p> <p>This objective does not apply in the case of a job application submitted with the assistance of an external bounty hunter contracted by Egis.</p>	<p>Article 6 (1) (f) GDPR - legitimate interest of Egis.</p> <p>Egis has a legitimate interest in accepting job applications on its dedicated recruitment site (Career Portal). On this page, Egis can provide data subjects with the necessary information on data processing, here the Applicant has the opportunity to get familiar with and accept (acknowledge) the privacy notice.</p> <p>After registration on the Career Portal, we will receive feedback from the Applicant as to whether he/she is open for another position or only requests that his/her current application be considered.</p> <p>As a result, Egis has a legitimate interest in redirecting job applications received through any</p>	<p>Out of the data provided by the Applicant, Egis only processes the contact information required for making contact (e.g. telephone number, e-mail address).</p>	<p>Following the contacting, the Applicant's material will be deleted. The data will not be transferred by Egis.</p>

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	<p>platform other than the Career Portal to the Career Portal. In order to be able to provide the necessary information to the data subjects and not to lose any potential Applicant, it is in its legitimate interest to contact the Applicant at one of the contact details provided in the job application and redirect him/her to the Career Portal.</p> <p>Egis does not process these job applications for any other purpose, the contact is only made for information purposes.</p>		
<p>4. Assessing the professional competencies of the Applicant for the job applied for, after the review of the job applications – in accordance with the specifics of the job which is applied for (data processing related to the competence tests and test forms).</p> <p>In the course of job interviews, Egis is entitled to require Applicants to take part in the competency test required by Egis, which is a</p>	<p>Article 6 (1) (f) of the GDPR – legitimate interest of Egis.</p> <p>Legitimate interest: continuous, safe and orderly performance of high-quality industrial production activities by Egis, subject to the legal obligations imposed to Egis, and surveying the professional competencies absolutely necessary for the job in management positions and other critical areas specified by Egis.</p>	<p>The questions raised on the online site/in test forms/in the course of personal monitoring (in the course of a personal interview, assessment centre - i.e. monitoring and assessment of the solution of tasks typical of the position to be filled) strictly relate to the examination of the professional competencies that are absolutely necessary for filling the advertised job subject to data minimisation. A professional retained by Egis (psychologist, HR</p>	<p>In respect of a successful Applicant, Egis processes the competency test results and completed test forms for 2 years from the finalisation of the registration given on the Career Portal and the simultaneous acknowledgement of the privacy notice. This is the length of time during which a claim is generally enforceable in relation to the procedure, e.g. on grounds of equal opportunities and prohibition of negative discrimination. In the case</p>

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<p>prerequisite for filling the position, beyond the scope of the mandatory tests required by law.</p>	<p>Applicants may also ask their questions regarding the competence test at the place of the competence test (adaptation, independence, compliance, etc.) before and/or during the test.</p>	<p>expert) or an employee of Egis engaged in recruitment, selection carries out the test, by evaluating the answers given by the Applicant on the completed forms on the online site/in the test forms/in the course of personal monitoring.</p>	<p>of successful Applicants, based on the competency tests Egis infers the development objectives required for the next 2 years.</p> <p>Partners take part in the assessment of the test, an updated list is available at any time on hr@egis.hu.</p> <p>Main responsibilities: describing competency exercises, compiling assessment forms, summaries of results, assessing test results.</p>
<p>5. Personal data provided by the Applicant with respect to the Referee(s) designated by the Applicant and opinion of the Referee(s) in relation to the Applicant.</p> <p>By contacting the Referees designated by the Applicant, Egis may verify information contained in the Applicant's CV and obtain information regarding the Referee's opinion on and experience with the Applicant's</p>	<p>Article 6 (1) (f) of the GDPR (legitimate interest of Egis).</p> <p>Egis has a legitimate interest in contacting the Referee(s) indicated by the Applicant at the contact details provided by the Applicant and requesting their opinion (and taking notes of it in the Applicant's job application materials) regarding the Applicant's professional suitability.</p> <p>Egis will only contact the Referee(s) indicated by the</p>	<p>Data provided by the Applicant during the inquiry made to the Referee(s) (name, telephone number, e-mail address, position of the Referee(s)), and in addition, the opinion of the Referees.</p> <p>Information on the professional suitability of the Applicant during the opinion shared by the Referee(s).</p> <p>Egis may make this information</p>	<p>In respect of a successful Applicant, Egis processes the data of the Referee(s) and any information provided by the Referee(s) to Egis about the Applicant for 2 years from the finalisation of the registration on the Career Portal and the simultaneous acceptance of the privacy notice. This is the length of time while a claim is generally enforceable in relation to the procedure, e.g. on grounds of equal opportunities and prohibition of negative discrimination.</p>

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<p>attitude to work, performance, personality, relationship with staff, cooperation, tasks, responsibilities, loyalty, conflict management, stress management, communication and problem-solving skills.</p> <p>Egis is free to decide whether to contact the Referee(s) indicated by the Applicant. Egis is entitled to reject the Applicant's application at any time during the selection process, in the possession or in the absence of the information provided by the Referee(s).</p>	<p>Applicant and only at the contact details provided by the Applicant. Egis is not entitled to process the data of Referees for any other purpose.</p> <p>The Applicant acknowledges that he/she is the data controller in respect of the personal data of the Referee(s) disclosed to Egis, accordingly he/she is obliged to provide the appropriate legal basis and to perform all further obligations of data controllers towards the Referee (see Article 13 of the GDPR).</p> <p>As the data controller, the Applicant is obliged to duly inform the Referees about a possible inquiry from Egis (the Egis will be a recipient of the data transfer). The Applicant is liable for any claim arising from unlawful data processing in this regard. The Applicant immediately informs Egis of the possible termination of the legal basis, and the Applicant is</p>	<p>part of the Applicant's job application material.</p>	<p>Within the Egis organization the staff competent in the area where the job concerned was advertised and competent staff of the Egis HR Directorate may have access to applicants' job application materials and the personal data contained therein during the term of data processing. No data is transferred.</p>

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	liable for any claims arising from the failure to do so.		
<p>6. Processing the e-mail address provided by the (selected) Applicant who will be hired by Egis in his/her job application in order to inform the Applicant about the hiring procedure, further steps to be taken and how to prepare the necessary employment documents and notifications.</p>	<p>Article 6 (1) (b) of the GDPR - processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</p>	<p>E-mail address shared by the Applicant in his/her Application Material.</p>	<p>Data retention period. See Section 1.</p> <p>Authorized to access: The recruitment and selection staff of the Egis HR Directorate transfer the data to the staff of the HR Administration and Customer Relations Department.</p>