



# EMPLOYMENT CANDIDATE PRIVACY NOTICE

---

Copyright © 2019 JR Technologies  
All Rights Reserved.



JR Technologies Inc., JR Technologies Ireland and JR Technologies P.C. (hereafter referred to as “JR Technologies”, “us”, “we”) respect your privacy and are committed to protecting your personal data. As part of this approach, and under the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the local data protection law, we have published this notice to inform you of how and why your personal data will be used, and how long it will be retained.

### **Collection and processing of personal data**

According to the stage of recruitment you are participating in, we collect the following data:

#### **Stage 1: Submit your resume for a specific job opening or to express career opportunity interest**

- Name and Surname
- Age & Gender
- Contact Details (phone numbers, email, physical address)
- Details of Education & Qualifications
- Details of previous employments
- Military Service status (for male candidates)
- Any other information provided by candidates through job search websites, email, personal interviews and/or any other method.

#### **Stage 2: Interview with HR representative and/or senior staff**

- Disclose whether the candidate is subject to any non-competition limitations in their future employment

#### **Stage 3: Receive an Invitation to Submit documents**

- Copies of identification documents (ID card, passport)
- Copies of other documents (diplomas, certificates and degrees, work permits, etc.)
- Copy of Criminal Record

#### **Stage 4: Review of Candidacy**

- Any personal data provided to us by relevant sources such as references, previous employers, educational institutions etc. This data may include periods and performance during previous employment, verification of the information that you have provided in the previous recruitment stages.

#### **Stage 5: Receive a Job Offer**

- Other identification details (TIN, Social Security number - AMKA)
- Phone number of Emergency Contacts
- Marital Status

#### **Sources of collecting personal data**

- You the candidate
- Your named references
- Social Networking sites, such as LinkedIn, etc., where you are a member.

### **Purposes of Processing**

We collect and process the abovementioned data about you for the following purposes:

- To process your candidacy, access your skills, qualifications and total suitability for the role.
- To communicate with you during recruitment process.
- To create and maintain records concerning your candidacy and related to our hiring process.
- To comply with all requirements, defined by relevant laws and regulations.
- To find suitable candidates to fill vacancies.

We may use third parties/associates /specialized personnel to select candidates for evaluation based on specified criteria it has set. However, the process of finding suitable candidates is not automated and any decision related to choosing people to fill any position is made by our staff.

### **Legal Basis**

Recruitment of suitable personnel constitutes our legitimate interest and the legal basis for the collection and process of your personal data. According to recruitment process, as described above, we will inform candidates, whether or not it is obligatory to provide the personal data requested at any time, for the process to move further. In the event of failure to provide some of the requested information, for example a failure to send a criminal record, we will not be able to assess the candidates for the particular position for which they have applied.

When candidates send resumes or personal information to JR Technologies on their own initiative, without having announced that any particular position is vacant, potential candidates give their consent to the processing of their data in accordance with the applicable legislative framework and this Notice.

### **Data Transfer**

JR Technologies will transfer candidate's personal data to appointed associates to complete recruitment process. Before disclosing any information to a third party, we will ensure that each recipient has committed to adhering to strict safety standards and to maintaining confidentiality.

In the event of a merger and/or acquisition, JR Technologies may disclose the information on the candidate employees to interested third parties.

JR Technologies does not sell or market candidate employees' data to third parties. The Company may be obliged to disclose certain candidate data to third parties, such as government authorities, in accordance with applicable laws. In addition, the Company may disclose candidates' data if this is necessary to protect its legal rights in accordance with applicable laws.

### Data Security, Storage and Retention

JR Technologies takes appropriate security measures to ensure all personal data is kept in the best possible manner and to prevent accidental loss, used or accessed in an unauthorized way, altered or disclosed. Access to your personal data is limited to those employees, agents, contractors and other third parties, who have a business need-to-know. The abovementioned users are bound to confidentiality terms and act according to procedures, which are placed to deal with any suspected data security breach. In case of such an incident, you and any applicable regulator will be notified, where we are legally required to do so.

Personal data that you shared with us, is stored on servers located in EU and is not transferred to third countries. Countries that are part of the European Union & European Economic Area are considered to provide high level of protection of personal data as they are bound by General Data Protection Regulation 2016/679. If in the future, we are forced to transfer any personal data to outside EU and EEA, you and any applicable regulator will be notified, where we are legally required to do so.

Depending on which stage of the recruitment process, as described above, you participate in, your data will be retained accordingly:

- Stage 1: If your candidacy remains at this stage, your data will be retained for 2 years.
- Stage 2 & 3: If your candidacy remains at one of these stages, your data will be retained for 3 years

If your candidacy is successful and you accept one of our job openings, your data will be retained, even after your contract discontinues, to comply with public authority's specifications and requirements.

Data retention in the abovementioned time periods, aim to substantiate, in an event of a legal claim, that we have conducted the recruitment process in a fair and transparent manner and have not discriminated against any candidate. We further retain such personal data in case a similar role becomes vacant within the data retention period, do that we can contact you, should you be a suitable candidate.

If you wish to revoke the above consent at any time by sending a written request to the following email address: [dpo@jrtechnologies.com](mailto:dpo@jrtechnologies.com)

### Rights of Access, Correction, Erasure and Restriction

Under the General Data Protection Regulation, candidates may exercise the following rights:

Right of Access: Under the “Data Subject Access Request”, you can receive a copy of your personal data and check what kind of data we hold about you and how we processing it under lawful practices.

Right of Correction: You may request to correct any incomplete or inaccurate personal data we hold about you.

Right to Erasure: If you believe, there is no good reason for us to continue keeping and processing your personal data, you request us to delete or remove it.

Right to request the restriction of processing your personal data: You may request us, to suspend processing your personal data, in certain circumstances like when you want us to establish the accuracy of your personal data.

If you wish to exercise any of the above rights, please send an email to [dpo@jrtechnologies.com](mailto:dpo@jrtechnologies.com) with details of which rights you wish to exercise.

### Changes to this Privacy Notice

JR Technologies reserve the right to modify and update this Notice, whenever deemed necessary, as a result of legal, technical or business developments, and the changes will take effect upon their being published, either by posting them on the Internet or by any other means we consider appropriate and which ensures the consent of data subjects where required by the applicable legal framework.

Most recently updated March 13, 2019

If you have any questions about this statement, or about how we process your personal information, feel free to contact us at the following email address: [dpo@jrtechnologies.com](mailto:dpo@jrtechnologies.com).