




PRIVACY NOTICE FOR RECRUITMENT



CONTENTS

YOUR PERSONAL INFORMATION.....	2
USES MADE OF YOUR INFORMATION	3
DISCLOSURE OF YOUR INFORMATION	4
HOW WE STORE YOUR PERSONAL DATA	4
HOW LONG WE KEEP YOUR PERSONAL DATA.....	5
CONTACT	6

PRIVACY NOTICE FOR RECRUITMENT

A decorative horizontal border consisting of two parallel lines with a repeating geometric pattern between them.

Temes S.A. (“We”, “Us”) are committed to protecting and respecting your privacy. This Privacy Notice (together with any other documents referred to herein) sets out the basis on which the personal data collected from you, or that you provide to Us, will be processed by Us in connection with Our recruitment processes. Please read the following carefully to understand Our views and practices regarding your personal data and how We will treat it.

For the purpose of the General Data Protection Regulation (“GDPR”) the Data Controller is Temes S.A., with Head office at 5, Pentelis Street, 17564, Paleo Faliro, Greece. We use Workable, an online application provided by Workable Software Limited, to assist with Our recruitment process. We use Workable to process personal information as a data processor on Our behalf. Workable is only entitled to process your personal data in accordance with Our instructions.

Where you apply for a job opening posted by Us, these Privacy Notice provisions will apply to Our processing of your personal information in addition to Our other Privacy Notice which has been provided to you separately or is available on Our Website.

Where you apply for a job opening via the application function on a job site or similar online service provider (“Partner”), you should note that the relevant Partner may retain your personal data and may also collect data from Us in respect of the progress of your application. Any use by the Partner of your data will be in accordance with the Partner’s Privacy Notice.

YOUR PERSONAL INFORMATION

Information we collect from You

We collect and process some or all the following types of information from you:

- Information that you provide when you apply for a role. This includes information provided through an online job site, via email, in person at interviews and/or by any other method.
- In particular, We 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, as well as your video in case you conduct your interview using the Video Interview feature.
- If you contact Us, We may keep a record of that correspondence.
- A record of your progress through any hiring process that We may conduct.

Information we collect from other sources

Workable provides Us with the facility to link the data you provide to Us, with other publicly available information about you that you have published on the Internet – this may include sources such as LinkedIn or/and other professional public platforms.

Workable’s technology allows Us to search various databases – some publicly available and others not, which may include your personal data (include your CV or Resumé), to find possible candidates to fill Our job openings. Where We find you in this way We will obtain your personal data from these sources.

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.

USES MADE OF YOUR INFORMATION

Lawful basis for processing

We rely on legitimate interest as the lawful basis on which We collect and use your personal data. Our legitimate interests are the recruitment of associates for Our business.

Purposes of processing

We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other roles.
- To communicate with you in respect of the recruitment process.
- To enhance any information that We receive from you with information obtained from third party data providers.
- To find appropriate candidates to fill Our job openings.
- To help Our service providers (such as Workable and its processors and data providers) and Partners (such as the job sites through which you may have applied) improve their services.

Automated decision making/profiling

We may use Workable’s technology to select appropriate candidates for Us to consider based on criteria expressly identified by us, or typical in relation to the role for which you have applied (for example such criteria may include prior experience or academic

degree). The process of finding suitable candidates is automatic, however, any decision as to who We will engage to fill the job opening will be made by Our associates.

DISCLOSURE OF YOUR INFORMATION

As set out above, We pass your information to Our third party service providers, including Workable, who use it only in accordance with Our instructions and as otherwise required by law.

Where you have applied to a job opening through another service provider, We may disclose data similar to the Disposition Data defined above to such service provider. The service provider shall be the data controller of this data and shall therefore be responsible for complying with all applicable law in respect of the use of that data following its transfer by Us.

HOW WE STORE YOUR PERSONAL DATA

Security

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 unauthorized 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 authorized 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.

Where We store your personal data

Where We store your personal data in Our own systems, it is stored in Greece. The data that We collect from you and process using Workable's Services may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by associates operating outside the EEA who work for Us or for

one of Our suppliers. Such associates maybe engaged in, among other things, the fulfilment of your orders, the processing of your payment details and the provision of support services.

In particular, your data may be accessible to i) Workable's staff in the USA or ii) may be stored by Workable's hosting service provider on servers in the USA as well as in the EU. The USA does not have the same data protection laws as the United Kingdom and EEA. A Data Processing Agreement has been signed between Workable Software Limited and its overseas group companies, and between Workable Software Limited and each of its data processors. These data processing agreements are designed to help safeguard your privacy rights and give you remedies in the unlikely event of a misuse of your personal data. Standard contractual clauses have been implemented among all involved parties.

If you would like further information, please contact Us (see 'Contact' below). We will not otherwise transfer your personal data outside of the United Kingdom OR EEA or to any organization (or subordinate bodies) governed by public international law or which is set up under any agreement between two or more countries.

HOW LONG WE KEEP YOUR PERSONAL DATA

We will hold all the data for 24 months, provided that most of our vacancies refer to seasonal jobs with intense repeatability.

Your personal information will also be deleted on one of the following occurrences: deletion of your personal information by you (or by another person engaged by the Customer); or receipt of a written request by you (or another person engaged by the Customer) to us.

Your rights

Under the General Data Protection Regulation you have a number of important rights free of charge. In summary, those include rights to:

- access to your personal data and to certain other supplementary information that this Privacy Notice is already designed to address
- require Us to correct any mistakes in your information which We hold
- require the erasure of personal data concerning you in certain situations
- receive the personal data concerning you which you have provided to Us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal data concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
-

- object in certain other situations to Our continued processing of your personal data
- otherwise restrict Our processing of your personal data in certain circumstances
- claim compensation for damages caused by Our breach of any data protection laws.

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 have proof of your identity and address, and
- let Us know the information to which your request relates.

How to complain

We hope that We can resolve any query or concern you raise about Our use of your information.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <http://ico.org.uk/concerns/> or telephone: +44303-123-1113 and in Greece the Hellenic Data Protection Authority, www.dpa.gr, 1-3 Kifissias Avenue, PC 115 23, Athens, tel. +30 210 6475600, e-mail: contact@dpa.gr

CONTACT

All questions, comments and requests regarding this Privacy Notice should be addressed to dpo@costanavarino.com