



## **NOTICE ABOUT PERSONAL DATA FOR JOB CANDIDATES WHO SUBMIT OPEN APPLICATIONS**

February, 2021.

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### 1. Introductory provisions

DPD Croatia d.o.o. Privacy Policy for job candidates who will be employed in DPD Croatia d.o.o. (hereinafter: the Company) explains in more detail the manner of processing personal data of employment candidates in accordance with the General Data Protection Regulation (EU) 2016/679 (hereinafter: the Regulation), the Act Implementing the General Data Protection Regulation (OG 42 / 2018-805 hereinafter: the Law on the Implementation of the General Regulation), other regulations governing the protection of personal data and other bylaws.

By these rules DPD Croatia d.o.o. provides information about the data controller, data protection officer, data collected and processed by the Company, what purpose and on what legal basis, recipients of personal data, period of storage of your personal data, data protection and the rights of data subjects in relation to that personal data.

### 2. Who is responsible for processing your data and who can you contact?

Responsible for processing of personal data:

DPD Croatia d.o.o.  
Slatinska 7  
10360 Zagreb-Sesvete

Regarding the processing of your personal data, you can contact the personal Data Protection Officer:

Slatinska 7  
10360 Zagreb-Sesvete  
e-mail: [zastitapodataka@dpd.hr](mailto:zastitapodataka@dpd.hr)

### 3. Personal data we collect and process

These rules apply to the personal data of job candidates that the Company collects during the recruitment process, which the Company receives through an open job application or an application for employment in an open competition either in person or through the official website of the Company or by e-mail. This includes, but is not limited to, the following data:

- name and surname, contact information (telephone, e-mail, mobile phone), address (street, city, postal code);

- CV data (e.g. previous occupations, education and training data, skills and personal interests, foreign languages, driving license, other activities);
- work experience (job, duration of employment and name of employer);
- a certificate that no criminal proceedings have been instituted against the candidate (e.g. a certificate is collected during employment from a candidate who has been hired for the position for which he or she applied; the certificate must not be older than 30 days);
- possible prior applications for the competition in the Company and the position
- information on current employment status, notice period and the earliest possible start of work
- desired amount of monthly net salary in HRK

During the selection process, we can invite you to an interview, to solve the test and questionnaires.

If prescribed by a special law, the Company processes data on impunity from criminal or misdemeanor records. The Company collects the stated data directly from the candidates. For this purpose, the Company may require the candidate to submit an appropriate document (e.g. certificate of impunity, confirmation that no misdemeanor proceedings are being conducted against the candidate).

## 4. Purpose of processing

We process the personal data referred to in chapter 3 of these rules for the purpose of selecting the most suitable candidate for our team in the selection process, which includes:

- determining qualifications for employment and making a decision on employment;
- evaluations of candidates for possible other vacancies;
- conducting reference checks or conducting background checks (where applicable);
- informing candidates by phone, e-mail, SMS or otherwise about the course of the recruitment process;
- protection of the Company's rights and fulfillment of legal obligations;
- contacting candidates who are in the candidate database by phone, e-mail, SMS or in any other way about vacancies that we consider suitable for the candidate

In the event of employment, we process your personal data to the extent necessary for this purpose as well as to regulate the rights and obligations arising from employment, which is explained in the Company's Privacy Policy for employees who are under employment contracts, students who work through authorized student

centers, persons who are in the company's professional training program and who have different types of contracts.

## 5. Legal basis for processing

Legal basis for processing personal data:

- the Company takes actions at the request of the data subjects before concluding the contract;
- based on the consent of data subjects who submit an open job application. Based on the consent, the Company stores data on data subjects for the purpose of contacting for potential future jobs.

The candidate may withdraw the consent at any time.

Withdrawal of consent does not affect the lawfulness of processing on the basis of consent carried out before its withdrawal.

Consent can be withdrawn in the same way as it is given. This right refers to the revocation of consent given before the entry into force of the Regulation or before May 25<sup>th</sup> 2018.

The company does not seek or collect special categories of personal data in the recruitment process, such as personal data on racial or ethnic origin, political, religious or philosophical beliefs, trade union membership, data related to health, or sexual orientation.

## 6. Who has access to your data and to whom we deliver your data

Within the Company, access to your personal data is granted to those organizational units that are involved in the selection process (e.g. the Human Resources Management Department, the department that has advertised a Job opening, etc.)

During the processing of personal data of candidates for the above purposes, the Company may use the services of third parties. Therefore, third parties may obtain or have access to the candidate's personal data.

When using the services of any third party, the Company shall ensure that "that third party" provides appropriate technical and organizational measures for the protection of personal data in accordance with applicable law.

The Company pays special attention to the transfer of data to affiliated companies and members of the group of third countries within the meaning of the Regulation, i.e. to the transfer to affiliated companies and members of the group not established in the European Union or the European Economic Area.

The transfer of data is based on a contract containing EU standard contractual provisions on compliance with personal data protection regulations.

## 7. How do we protect your data

The protection of your personal data is extremely important to us. Some of the security measures we implement are as follows:

- establishment of technical and organizational measures necessary for the processing of personal data to be carried out in a secure manner;
- control of physical and logical access to the information system and business premises of the Company;
- establishment of technical and procedural measures necessary for the IT infrastructure to be implemented in accordance with the highest international security standards;
- establishment of electronic and procedural safeguards related to the collection, storage and disclosure of personal data.

## 8. Retention period

If there is no employment, we store your personal data for 12 months from the end of the competition and delete them after the expiration of this period.

If you have agreed to store your personal data for the purpose of any future employment needs that would match your qualifications and interest, the Company stores personal data in its database for a period of 12 months.

## 9. Your rights

The candidate has the right to obtain information from the Company regarding the Company's handling of personal data relating to the candidate.

To exercise their rights, the candidate may contact: the Human Resources Department.

The candidate has the right to file a complaint to the supervisory body of AZOP (Personal Data Protection Agency) [azop@azop.hr](mailto:azop@azop.hr).

Candidates can also contact the DPO - Data Protection Officer at [zastitapodataka@dpd.hr](mailto:zastitapodataka@dpd.hr) and the Human Resources Department at [hr@dpd.hr](mailto:hr@dpd.hr).

The candidate has following rights:

- the right to access information (in accordance with Article 15 of GDPR)

You have the right to request confirmation of whether we process your personal data, as well as the right to access your personal data that we process.

- the right to rectification (in accordance with Article 16 of GDPR)

You have the right to request the correction or supplementation of your personal data by submitting a request. We will respond to your request as soon as possible, without undue delay.

- the right to erasure (in accordance with Article 17 of GDPR)

You have the right to obtain from us the deletion of your personal data if: (1) this data is no longer necessary in relation to the purposes for which it was collected or otherwise processed; (2) you withdraw the consent on which the processing is based and if there is no other basis for processing; (3) you object to the processing and there is no stronger legitimate interest in the processing; (4) the data has been processed unlawfully; (5) the data must be deleted in order to comply with a legal obligation under Union law or the law of the Member State to which the Company is subject. You can exercise your right by submitting an application.

- the right to restriction of processing (in accordance with Article 18 of GDPR)

You have the right to request that we do not delete your personal data, but that it continue to be processed to a limited extent (in accordance with the restrictions you specify) if you need it in order to exercise your other rights.

- the right to data portability (in accordance Article 20 of GDPR)

You have the right to ask us to transfer your data. The request must indicate the categories of personal data of interest as well as indicate the time period to which the request relates.

- the right to object (in accordance with Article 21 of GDPR)

The data subject has the right to object at any time to the processing of personal data relating to him.

- the right to object to the supervisory authority (in accordance with Article 77 of GDPR)

At any time, you have the right to complain to the competent Agency for Personal Data Protection ([www.azop.hr](http://www.azop.hr)) regarding the protection of your personal data.

We will respond to your request as soon as possible, and no later than one month from the date of receipt of a valid request.

In the case of a large number of requests as well as in the case of the complexity of your inquiry, we may need additional time to respond. In that case, we will notify you in a timely manner, and you will receive a response from us within an additional period of 60 calendar days.