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## PRIVACY POLICY OF UAB “CROWDPEAR” CANDIDATES FOR EMPLOYEES

### 1. GENERAL PROVISIONS

- 1.1. The present privacy policy of candidates for employees (“**Policy**”) is intended for persons applying for employees in the company UAB “Crowdpear” (“**Company**” or “**we**”).
- 1.2. Contact information of the Company:

<b>UAB “Crowdpear”</b>	
<b>Code of legal entity:</b>	305888586
<b>Seat address:</b>	Kareiviu g. 11B, LT-09109 Vilnius
<b>Phone No.:</b>	+370 615 54424
<b>Email:</b>	info@crowdpear.com
<b>Data Protection Officer email:</b>	milda@crowdpear.com
<b>Data Protection Officer phone No.</b>	+370 616 56776

- 1.3. The present Policy determines the main purposes and bases for the processing of personal data of candidates for employees (“**Candidates**”), including their data storage, the rights of Candidates related to the processing of personal data and other aspects of personal data processing, when we or with the help of third parties carry out selections for vacant positions in the Company.
- 1.4. When processing the personal data of the Candidates, the Company follows the Regulation (EU) 2016/697 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (“**GDPR**”), the Labour Code of the Republic of Lithuania (“**Labour Code**”), the Law on Legal Protection of Personal Data of the Republic of Lithuania (“**Law**”), other legislation regulating the processing of personal data and the present Policy.
- 1.5. Unless provided otherwise, the definitions used in the Policy are understood the same as they are defined in GDPR, the Labour Code, the Law or in other applicable legislation and the Data Processing and Storage Policy of the Company.
- 1.6. When processing the personal data of the Candidates, we adhere to the principles of legality, fairness, transparency, purpose limitation, data volume reduction, data accuracy and storage limitation. We also establish security measures and procedures in our activities to protect the personal data of the Candidates from unauthorized access, disclosure, loss, alteration, destruction or other unauthorized processing.

### 2. PURPOSES OF PROCESSING THE PERSONAL DATA OF THE CANDIDATES

- 2.1. We process the personal data of the candidates for the following purposes:
  - 2.1.1. **Organization of selection for a specific vacant position of the Company.** For this purpose, we process the personal data of the Candidates who have expressed their wish to apply for a specific job position in the Company;

- 2.1.2. **Organization of future selections for vacant job positions in our Company.** For this purpose, we can process the personal data of the Candidates who have expressed their wish to participate in future selections for future job positions in the Company.

### **3. BASIS OF PROCESSING THE PERSONAL DATA OF THE CANDIDATES**

- 3.1. For the purposes specified in the present Policy, the personal data of the Candidates is processed on the basis of consent:
- 3.1.1. The consent to process the personal data of the Candidate for the purpose of organizing a specific selection for a vacant job position in the Company (Clause 2.1.1 of the present Policy) can be expressed after the Candidate voluntarily submits their curriculum vitae (CV), motivation letter or other information about themselves to us or to third parties we use;
- 3.1.2. The consent to process the personal data of the Candidate for the purpose of future selections for vacant job positions (organized in the future) in the Company (Clause 2.1.2 of the present Policy) is clearly and unambiguously granted to the Company itself (for example, after the end of a specific selection, the Candidate expresses his/her consent for the Company to continue processing his/her data for the purpose of organizing future selections for job positions).
- 3.2. The personal data of Candidates may be processed for purposes other than those specified above in the present Policy only on the basis of the individual consent of the Candidate (except for cases where certain processing of the personal data of Candidates is necessary for the fulfilment of the requirements of the applicable legislation).

### **4. CATEGORIES OF PROCESSED PERSONAL DATA OF THE CANDIDATES**

- 4.1. For the purposes specified in the Clause 2.1 of the present Policy, we can process the following personal data of the Candidates:
- 4.1.1. *Personal identification data*: name, surname, date of birth or personal code, if the latter is indicated by the Candidate;
- 4.1.2. *Contact data*: residence address, correspondence address (if different from the permanent place of residence), phone number, email address;
- 4.1.3. *Qualification and experience data*: information about the work experience of the Candidate (workplace, work period, duties, responsibilities and/or achievements), information about the education of the Candidate (educational institution, period of study, acquired education and/or qualification), information about the qualification improvement (completed trainings, acquired certificates), information about language skills, skills in information technology, driving skills, other competencies, other information provided by the Candidate in the curriculum vitae (CV), cover letter or other application documents;
- 4.1.4. *References and feedback from employers*: the person referring the candidate or providing feedback, his/her contact details, the content of the reference or feedback;
- 4.1.5. *Candidate assessment information*: summary of the interview with the Candidate, insights and opinions of the person(s) conducting the selection, the results of the Candidate's testing (if applicable);
- 4.1.6. Data on conviction and criminal acts, in cases where we are required to collect such data by legislation;
- 4.1.7. Other information that the Candidate provides on his/her own initiative in questionnaires, applications or other communication with the Candidate.

## **5. HOW DO WE OBTAIN THE PERSONAL DATA OF CANDIDATES?**

- 5.1. The personal data of Candidates is obtained from:
  - 5.1.1. The Candidates themselves, i. e., directly from the Candidates, by sending a CV and/or motivation letter and providing other information by email or presenting themselves otherwise to the Company;
  - 5.1.2. Other persons with whom the Company has contractual relations (for instance, entities providing job search, selection and/or mediation services, for instance, from the Employment Service of the Republic of Lithuania, employment agencies and/or career portals, career social networks (“LinkedIn”). In this case, we take the position that the Candidate has received all the necessary information about the processing of his/her data and has given his/her consent to the processing of the personal data of the Candidate to the relevant entity providing such services that also includes the right to provide the data of the Candidate to potential employers (including us) by enabling such potential employers to process the personal data of the Candidate during selection for a vacant job position and evaluating the candidacy of the Candidate;
  - 5.1.3. We can obtain certain information about the Candidates from third persons, for instance, the persons referring the Candidate, current or future employers. However, we will only collect such information if we have a legal basis to do so, for instance, if the Candidate consents to contact the current employer of the Candidate and/or another person and we will inform the Candidate prior to contacting the former employer.

## **6. RECIPIENTS OF THE PERSONAL DATA OF THE CANDIDATE**

- 6.1. We can transfer the personal data of candidates for processing to third parties who help us carry out the selection of candidates for the employees of the Company or who provide us with services related to the selection for the proposed job positions, evaluation of candidates and internal administration, for instance, selection assessment partners, database administrators, etc.
- 6.2. The personal data of the Candidates may also be provided to competent authorities, law enforcement agencies, public administration entities, but only upon their request and only when required in accordance with applicable legislation or in the cases and procedures provided for by legislation to defend the rights of the Company and fulfil its obligations to declare, file and defend legal claims.
- 6.3. By understanding our obligation to process personal data in strict accordance with the applicable requirements, we use only those service providers who have implemented/undertake to implement appropriate technical and organizational security measures and we ensure that the said service providers comply with appropriate personal data protection, security and confidentiality obligations established in a written contract.

## **7. STORAGE PERIOD OF THE PERSONAL DATA**

- 7.1. The personal data of the Candidates is stored as long as the ongoing selection for a vacant job position in the Company is valid, but no more than 6 (six) months.
- 7.2. After the selection for a vacant job position in the Company is over, the personal data of the Candidates is stored for no longer than 1 (one) year with the Candidate’s consent. If the Candidate revokes the consent earlier, his/her personal data is deleted without waiting for the period of 1 (one) year to expire.
- 7.3. The personal data of the Candidates can be stored longer than provided in the present Policy when:

- 7.3.1. There are reasonable suspicions of an illegal act that is the subject of an investigation;
  - 7.3.2. The personal data of the Candidate is necessary for the proper resolution of the dispute or complaint;
  - 7.3.3. In case of other grounds provided in legislation.
- 7.4. In any case, we may store the consent given by the Candidate and proof of it for a longer period, if necessary, to be able to defend ourselves against requirements, claims or lawsuits brought against us.

## **8. ASSURANCE OF SECURITY OF THE PERSONAL DATA**

- 8.1. We implement various technical and organizational security measures to ensure the security of personal data of the Candidates and prevent illegal or accidental destruction, alteration, disclosure, as well as any other unauthorized data processing. These measures include various hardware and software, additional agreements with used service providers, internal rules related to personal data protection and other measures.
- 8.2. The transmission of information via electronic means of communication (for instance, email, mobile phone, etc.) may be less secure in individual cases for reasons beyond our control of the technical or organizational measures chosen by us. Therefore, to ensure the security of your confidential personal data, we do not recommend to provide us with information through various less secure and/or electronic systems that are not used by us.

## **9. COUNTRIES WHERE WE PROCESS THE PERSONAL DATA**

- 9.1. We process and store the personal data of the Candidates in the territory of the European Union and the European Economic Area. We do not transfer any personal data of Candidates to third countries or international organizations that are not in the European Union and the European Economic Area.

## **10. RIGHTS OF CANDIDATES, AS DATA SUBJECTS, AND THEIR IMPLEMENTATION PROCEDURE**

- 10.1. The Candidate, as a Data Subject, has the following rights:
  - 10.1.1. **to access their personal data and it's processing.** The Candidate is entitled to receive confirmation as to whether we are processing the Candidate's personal data, as well as the right to access the processed Candidate's personal data and other related information;
  - 10.1.2. **to request the correction of incorrect, inaccurate or incomplete data.** If the Candidate believes that the information we process about the Candidate is inaccurate or incorrect, the Candidate is entitled to demand to change, clarify or correct this information;
  - 10.1.3. **to request the deletion of personal data ("right to be forgotten").** In certain circumstances specified in legislation (for instance, when personal data is processed illegally, the basis for data processing has disappeared, etc.), the Candidate is entitled to request to delete the personal data of the Candidate;
  - 10.1.4. **to request to restrict the processing of personal data.** In certain circumstances specified in legislation (for instance, when personal data is processed illegally, etc.), the Candidate is entitled to request to restrict the processing of personal data;
  - 10.1.5. **to request to transfer the personal data to another data controller or to submit it directly to the Candidate in a convenient form.** In certain cases, the Candidate is entitled to transfer the data we process after receiving the Candidate's consent

and the processing of which is carried out using automated means to another data controller;

- 10.1.6. **to disagree with the processing of personal data if it is processed on the basis of legitimate interest**, except in cases where there are legitimate reasons for such processing or the purpose is to assert, enforce or defend legal claims;
  - 10.1.7. **to revoke the given consent to the processing of personal data**. In cases where the personal data is processed on the basis of separate consent, the Candidate is entitled to withdraw the given consent to the processing of his/her personal data at any time. In this case, we will stop processing the personal data of this Candidate.
- 10.2. Submit the requests for the implementation of the rights of data subjects by email [info@crowdpear.com](mailto:info@crowdpear.com). A Candidate can also make inquiries about enforcement of his/her rights through the chat window on our website, through our social media accounts.
  - 10.3. If you believe that your personal data is being processed illegally or your rights related to the processing of personal data are being violated, please contact us in the methods indicated in Clause 10.2. Your requests will be fulfilled or rejected by indicating the reasons for the rejection within 30 (thirty) calendar days from the date of submission of the request. The specified period of 30 (thirty) calendar days can be extended by another 60 (sixty) calendar days with prior notice to you, if the request is related to a large volume of personal data. The response to the request will be provided in the same manner as received (Clause 10.2), except where a more detailed investigation is required; in this case, the response may be provided by email. Having examined a request, we will notify you of the results and the steps we have taken to fulfil your request or provide you with information on further steps you can take if your request has not been fulfilled or satisfied.
  - 10.4. Your request to implement your rights must meet at least the following minimum requirements:
    - 10.4.1. the request must be written, legible and understandable (the request is considered written when submitted in any of the methods specified in Clause 10.2);
    - 10.4.2. the name, surname and other contact details of the applicant (email address, phone number) must be specified in the request;
    - 10.4.3. the request must contain clear and accurate information about which of the said rights and to what extent it is sought to be implemented;
    - 10.4.4. if you wish to exercise your rights through a representative, the request must include the name and surname of the representative, contact details for communication and a document confirming the representation must be attached.
  - 10.5. If you contact us with a verbal request to exercise your rights as a Data Subject, we are entitled to ask you to submit a written request and we have the obligation to indicate all possible ways of submitting a written request and indicating the minimum requirements applicable to the request.
  - 10.6. You are also entitled to apply to the [State Data Protection Inspectorate](#) if you believe that your personal data is being processed in violation of your rights or legitimate interests arising from relevant legislation. However, before contacting the State Data Protection Inspectorate, we encourage you to contact us immediately. In this way, we will be able to find the most operative and optimal solution to the problem for both parties together.
  - 10.7. We draw your attention to the fact that the said rights of data subjects may be limited to ensure the prevention, investigation, detection or prosecution of criminal offenses or the enforcement of criminal sanctions, including the protection against threats to public safety and their prevention, public safety and in cases of restriction of rights specified in the article 23 of GDPR.

**11. FINAL PROVISIONS**

- 11.1. We reserve the right to update the present Policy. The updated Policy will be posted on the website.
- 11.2. By making amendments, we will not reduce the scope of your rights under the present Policy or applicable personal data protection legislation.
- 11.3. The amendments and/or supplements to the Policy take effect from the moment they are published on the Company's website.