

PRIVACY NOTICE

regarding the Data Controller's Recruitment and Selection Processes

The purpose of this Privacy Notice is to provide transparent information about the data processing activities carried out by the Data Controller during the recruitment and selection processes of GLS General Logistics Systems Hungary Kft.

If you are not an applicant and are interested in the data processing practices of GLS General Logistics Systems Hungary Kft., please refer to the privacy notice applicable to the relevant activity and its annexes.

During the recruitment process, the Data Controller does not apply:

- automated decision-making;
- profiling;
- automated offer generation or ranking.

1. DATA CONTROLLER AND ITS CONTACT INFORMATION

Name: GLS General Logistics Systems Hungary Kft.

Principal office: 2351 Alsónémedi, GLS Európa utca 2.

Email address: adatvedelem@gls-hungary.com

Address for correspondence: 2351 Alsónémedi, GLS Európa utca 2.

Data Protection Officer: dr. Katona Rita

Email address: adatvedelem@gls-hungary.com

2. SCOPE OF THIS PRIVACY NOTICE

This Privacy Notice applies in particular to:

- applications submitted directly to the Data Controller;
- processing of personal data of applicants for operational positions;
- registration in the TALENTECH recruitment system;
- candidates introduced by headhunters or recruitment agencies;
- motivation videos submitted during the selection process;
- offer-related processes;
- applications submitted through the campaign website supporting the recruitment of operational workers.

3. DATA PROCESSING ACTIVITIES

3.1. Data processing related to data of job applicants (non-operational workers)

Purpose of data processing: collecting applicants' data (résumés, cover letters)

Legal basis of the data processing: Consent

Scope of personal data processed: name, place and date of birth, address, e-mail address, phone number, social media user account, education, previous employers, hobbies, language skills (serial number of language exam certificate), licences (driving, ECDL, etc.), marital status, job title, current employer, expected salary, recommendations

Duration of data storage: 6 months following the official written evaluation

3.2. Data processing related to data of job applicants (operational workers)

Purpose of data processing: collecting applicants' data (personal identity documents)

Legal basis of the data processing: Consent

Scope of personal data processed: personal identity card, address card, social security identification number, tax identification number, phone number

Duration of data storage: 6 months following the official written evaluation

3.3. Data processing related to data of job applicants via headhunters

Purpose of data processing: evaluating the applicants

Legal basis of data processing: Legitimate interest of the Controller

Scope of personal data processed: place and date of birth, address, e-mail address, phone number, social media user account, education, previous employers, hobbies, language skills (serial number of language exam certificate), licenses (driving, ECDL, etc.), marital status, job title, current employer, expected salary, recommendations, expected time of starting work

Duration of data storage: 12 months following the official written evaluation

3.4. Data processing related to offer given to a selected employee

Purpose of data processing: informing the applicant

Legal basis of data processing: Signing a contract

Scope of personal data processed: name of selected employee, job to be filled, direct supervisor's name, job, amount of remuneration, details of benefits package, planned date of start of work

Duration of data storage: 6 months following the official written selection

3.5. Data processing related to data with motivation video

Purpose of data processing: assess the applicant's communication skills

Legal basis of the data processing: Legitimate interest of the Controller

Scope of personal data processed: the image and voice of the applicant, the personal data provided in the motivation video

Duration of data storage: be deleted 30 days after the official written evaluation

3.6. Data processing within the TALENTECH recruitment and selection system

Purpose of data processing: collecting and processing applicants' data for open positions advertised for non-operational employees in order to fill vacancies.

Legal basis of the data processing: Consent of the Data Subject (based on Point (1) (a) Article 6 GDPR)

Scope of personal data processed: name, place and date of birth, address, e-mail address, phone number, social media user account, education, previous employers, hobbies, language skills (serial number of language exam certificate), licences (driving, ECDL, etc.), marital status, job title, current employer, expected salary, recommendations, expected time of starting work.

Duration of data storage:

6 months following the official evaluation and selection of applications;

In the case of registration without submitting an application, until the withdrawal of the Data Subject's consent;

The Data Subject is entitled to withdraw his/her consent to data processing and request deletion of his/her registration at any time. The deletion period shall not exceed 30 days.

3.7. Applications submitted through the campaign website supporting the recruitment of operational workers

Purpose of data processing: collecting and processing applicants' data for open positions advertised for operational workers in order to fill vacancies.

Legal basis of the data processing: Consent of the Data Subject (based on Point (1) (a) Article 6 GDPR)

Scope of personal data processed: name, e-mail address, phone number, confirmation of completion of primary school education, confirmation of having reached the age of 18, information on previous employment with GLS, address of residence (for commuting purposes)

Duration of data storage: 6 months following the official evaluation and selection of applications.

4. PROCESSORS

The processors engaged by the Data Controller in connection with the data processing activities described in this Privacy Notice are listed in Annex 3.

5. RIGHTS OF THE DATA SUBJECT

5.1. RIGHT OF ACCESS BY THE DATA SUBJECT (RIGHT TO BE INFORMED)

Data Subjects have a right to receive information from the Data Controller whether their personal data is being processed. If data is being processed, the Data Subject may request information from the Controller about the following:

- a) purposes of the data processing;
- b) the categories of personal data concerned;
- c) the recipients or categories of recipient to whom the personal data has been or will be disclosed, in particular recipients in third countries or international organisations;
- d) where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
- e) the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- f) the right to lodge a complaint with a supervisory authority;
- g) where the personal data is not collected from the data subject, any available information as to their source;
- h) information about the existence of automated decision-making, including profiling, and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

The Controller shall provide a copy of the personal data undergoing processing free of charge once per year to the Data Subject. For any further copies requested by the Data Subject, the Controller may request reimbursement of costs (in the case of paper-based information: HUF 10/sheet). If the data subject has submitted the request electronically, the controller shall provide this data – unless otherwise instructed by the Data Subject – in electronic form to the Data Subject.

6.2. RIGHT TO RECTIFICATION

The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

6.3. RIGHT TO ERASURE, RIGHT TO BE FORGOTTEN

The Data Subject may request the Controller to erase his or her personal data in the following cases:

- a) the personal data is no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- b) if the processing is based on the Data Subject's consent, the Data Subject withdraws this consent, provided that the data processing has no other legal basis;
- c) the data subject objects to the data processing, if the rules of erasure exist in respect of this objection;
- d) the personal data has been unlawfully processed;
- e) the personal data has to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;
- f) the personal data has been collected in relation to the offer of information society services referred to in Article 8(1) of the Decree.

The Controller is not obliged to erase the personal data if the data processing is required:

- a) for exercising the right of freedom of expression and information;
- b) for compliance with a legal obligation which requires processing by Union or Member State law to which the controller is subject or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- c) on the basis of public interest concerning public health;
- d) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes insofar as the right referred to in paragraph (1) is likely to render impossible or seriously impair the achievement of the objectives of that processing; or e) for the establishment, exercise or defence of legal claims.

6.4. RIGHT TO RESTRICTION OF PROCESSING

The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies:

- a) the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
- b) the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
- c) the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;
- d) the data subject has objected to processing; in this case, the restriction applies pending the verification whether the legitimate grounds of the controller override those of the data subject.

6.5. RIGHT TO WITHDRAWAL OF CONSENT

Where processing is based on consent of the Data Subject, the Data Subject shall have the right to withdraw his or her consent at any time. The withdrawal of consent shall not affect the lawfulness of any processing that was conducted based on the consent prior to its withdrawal. The withdrawal must be sent to the Controller's e-mail address indicated in point 1.

6.6. SUBMITTING A COMPLAINT

Request for information, rectification, restriction of processing, erasure related to the personal data to processing may be filed any time using the following contact information:

- in writing: 2351 Alsónémedi, GLS Európa utca 2.
- by e-mail: to the e-mail address adatvedelem@gls-hungary.com

Filing a complaint If the Data Subject considers that the processing of personal data relating to him or her infringes this Privacy Notice or the regulation of GDPR, the Data Subject shall have the right to lodge a complaint.

Complaints shall be filled to the following addresses of the Controller:

- in writing: 2351 Alsónémedi, GLS Európa utca 2.
- by e-mail: to the e-mail address adatvedelem@gls-hungary.com The Controller starts the investigation of the complaint when the complaint is filled to the abovementioned addresses.

Complaints shall be filled to the following addresses of the Supervisory Authority:

Hungarian National Authority for Data Protection and Freedom of Information (magyarul: Nemzeti Adatvédelmi és Információszabadság Hatóság)

Address: 1055 Budapest, Falk Miksa utca 9-11.

Postal address: 1363 Budapest, Pf.: 9.

E-mail: ugyfelszolgalat@naih.hu

Website: www.naih.hu

Judicial remedy

The data subject may take action in court against the data controller if his or her rights are violated. The court – following the inquiry – shall consider the case as a matter of urgency. The case falls within the jurisdiction of regional courts (contact information of the Metropolitan Court of Budapest: H-1055 Budapest, Markó u. 27., 1363 Pf.: 16.). The legal action – at the data subject's choice – can be brought before the regional court with competence according to the data subject's domicile or place of residence. You can contact the regional court with competence according to your domicile or place of residence on the website <http://birosag.hu/ugyfelkapcsolatiportal/birosag-kereso>