

# Personal data processing notice

*The present document supplements and completes the personal data protection policy of SEGULA Technologies' Group. It details the data processing operations for the recruitment activity carried out by the affiliated company SEGULA TECHNOLOGIES ROMANIA SRL, as data controller.*

## 1. Who we are

SEGULA TECHNOLOGIES ROMANIA SRL is a Romanian company selling and implementing engineering projects.

## 2. Personal data we process

SEGULA TECHNOLOGIES ROMANIA SRL is a personal data controller. We process the following categories of personal data:

- CV
- Name, surname
- Location
- Phone number
- Email address
- Interview appointments
- Feedback from interviews
- Hiring process stage
- Salary expectations
- Offer
- CV storage consent

## 3. Why do we need them

We need your personal data for the following purposes:

On the legal basis of taking the necessary steps to conclude a contract, at your initiative:

- Name, surname – to be able to identify and contact you.
- Location – to see if the profile of the job you are applying for is compatible with the geographical area in which you live.
- Phone – so we can contact you.
- Email – so we can contact you.
- Salary expectations – to be able to analyze if your salary expectations match the salary level of the job you are applying for.
- Interview appointments – to be able to discuss with our colleagues involved in the recruitment process.
- Hiring process status – you will be constantly informed about the status of your application.
- Offer – if you are selected for discussions regarding a job offer, you will receive this offer by email.

Based on our legitimate interest in choosing the right candidates for the right jobs

- Feedback from interviews – our colleagues who interview you will provide feedback both to you and to colleagues within SEGULA TECHNOLOGIES ROMANIA SRL.

With your consent, we would also like to process the following personal data:

CV storage

- With your consent, if you are not selected for the position you are applying for, we would like to keep your CV for a period of two years if positions similar or suitable for your skills are opened.

#### **4. What do we do with your personal data**

Your personal data is processed within SEGULA TECHNOLOGIES ROMANIA SRL located in Romania. The hosting and storage of your data takes place in the cloud, on Microsoft 365, an electronic document management service offered by Microsoft Ireland Operations Limited, acting as a personal data processor for SEGULA group, but also within the SmartRecruiters platform, a candidate management platform, offered by SmartRecruiters, Inc., a company in the United States of America (the personal data is stored in European Union, though). The compliance of data transfer to the US is ensured by the compliance decision given by the European Commission to companies that are part of the Data Privacy Framework program, a program to which SmartRecruiters, Inc. adhered.

Your personal data is also shared, if needed, within the companies that are part of the SEGULA Group, acting as personal data controllers, on the legal basis our legitimate interest to find the most suitable jobs for you. Only persons that need to process personal data have access to your personal data.

#### **5. How long we keep personal data**

Your data stored in the SmartRecruiters, Inc. platform – feedbacks, communication history, skills extracted from your CV – will be stored for a period of two years based on the legitimate interest of SEGULA TECHNOLOGIES SRL to manage complex recruitment processes and to have a history of communication with you.

Your CV data will be kept for two years, based on your consent. If not, the CV will be destroyed immediately after the end of the recruitment process.

#### **6. What are your rights?**

If you have reason to believe that any personal data we hold about you is incorrect or incomplete, you have the right to request to see this information, rectify it or request its erasure, request restriction of

processing or object to processing, and you also have the right to data portability. To exercise these rights, please contact us at [recrutare@segulagr.com](mailto:recrutare@segulagr.com).

To withdraw your consent to the storage of your CV, please send us an email at [recrutare@segulagr.com](mailto:recrutare@segulagr.com).

If you would like to lodge a complaint about how we have processed your personal data, please contact our Data Protection Referent at the following email address: [recrutare@segulagr.com](mailto:recrutare@segulagr.com). The Data Protection Officer will get in touch with you to resolve the issue raised.

You can also contact the National Supervisory Authority for Personal Data Processing at [www.dataprotection.ro](http://www.dataprotection.ro) and file a complaint with them.