

UAB PHOENIX Business Services
PRIVACY NOTICE
To candidate employees on data processing

25/11/2024

Thank you for applying for the possibility to stand for the positions we offer. Please be informed of the principles of processing of your data in our company.

1. WHAT IS THE PURPOSE AND WHAT DATA WILL BE USED

We will use the personal data provided in your online application, resume/CV, cover letter, and other documents to assess your candidacy. This includes your personal data such as identification data, contact details, qualifications, certificates, interview notes and other data as you provide.

The processing is necessary in order to take steps prior to entering into an employment contract and because of our legitimate interest in selecting interested, qualified individuals best suited for the specific position.

When you apply, please do not provide us with personal information that is not relevant to the assessment of your candidacy (for example, political views or health condition). We are not responsible for the security and processing of such additional data.

After we received your application documents and if we are interested in an interview with you, we will contact you and ask whether an online interview using the service "Microsoft Teams" (MS Teams) is an option for you or whether you prefer another communication way.

The controller of your personal data is UAB PHOENIX Business Services, code 305118938, Rinktinės str. 5, LT-09234 Vilnius, Lithuania, phone +370 612 09 179, email: PBS_HR@phoenixgroup.eu. You can contact our data protection officer via e-mail dataprotection_PBS@phoenixgroup.eu.

2. WHO WILL BE ABLE TO VIEW YOUR INFORMATION?

We assure you that we will keep your data safe and confidential.

Your data may be viewed by our staff and colleagues at our group companies responsible for staff recruitment and hiring as well as the heads of departments for which the recruitment procedures are conducted but access to the data is restricted to those employees who need it for the performance of their functions.

Our IT department and companies providing IT services may have access to your data for the purposes of maintaining and ensuring the operation of our IT infrastructure to the extent necessary for its proper operation.

Any data you provide will not be used in any other context or provided to others.

Some group companies and service providers may be based in third countries, i.e., countries outside of the European Economic Area. These companies and service providers may use personal data for the purposes described in this Privacy Notice. These data transfers are based on adequacy decisions by the European Commission (Article 45 of the General Data Protection Regulation (Regulation)), on standard contractual clauses on the basis of the templates adopted by the European Commission (Article 46 of the Regulation), or on a derogation according to Article 49 of the Regulation. If you want to learn more about the details of these safeguards, you should get in touch with us by sending an e-mail to dataprotection_PBS@phoenixgroup.eu.

3. HOW LONG DO WE KEEP YOUR INFORMATION?

If you are not chosen for the position, we may process your personal data in order to consider your candidacy and contact you in the future if there is a vacancy that corresponds to your profile. Data will be stored and processed with your consent and, in any case – not longer than two years from the date of data submission. You can withdraw your provided consent at any time by sending an e-mail dataprotection_PBS@phoenixgroup.eu.

If you are selected and the employment contract is concluded, we will hold all the data for the entire duration of the contract. Some personal data can be stored after termination of the employment contract if it is required by

applicable legal acts. When your personal data is no longer needed in accordance with the legal acts or rights and obligations of any party, your personal data will be deleted.

4. WHAT RIGHTS DO YOU HAVE?

You have the right to access, rectify, supplement, or update your personal data processed by us by emailing us at dataprotection_PBS@phoenixgroup.eu.

You have the right to object to further processing of your personal data provided by you and to request the removal of your data by sending the request to us at dataprotection_PBS@phoenixgroup.eu. You can also use this email to contact us for the restriction of processing of your data when you have a legal basis to do so.


5. WHERE TO APPLY IF YOUR RIGHTS HAVE BEEN BREACHED?

If you believe we are processing your personal data inappropriately and your privacy rights have been breached, you can lodge a complaint with the responsible supervisory authority, contact details of which can be found here: https://www.edpb.europa.eu/about-edpb/about-edpb/members_en. In Lithuania, the competent supervisory authority is the State Data Protection Inspectorate, L. Sapiegos 17, 10312 Vilnius, tel. (8 5) 271 2804, 279 1445, fax (8 5) 261 9494, e-mail ada@ada.lt.

Approved by

Managing Director

Daiva Glebiene


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