

# **Notification Regarding the Processing of Candidate Employee Data**

As the Controller of your data, PLANET S.A. located on Akakion 54A Street 15125, Marousi, is committed to protecting and respecting your privacy. This Notification Regarding the Processing of Data of Candidate Employees defines the processing framework of the personal data which you have made available to our company through your CV, your social media profile where you applied to us (e.g., LinkedIn), or partner recruitment company (e.g., Workable, Indeed), as well as data from the evaluation process of your application will be processed exclusively to evaluate your candidacy and assess your suitability to fill the job position for which you applied interest as well as for other positions available in our company.

## **Legal Basis of Processing**

The legal basis for the processing carried out in pursuit of the above purposes is that processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract.

## **Information we collect from you**

As part of the process mentioned above, we may process all or some of the following types of information from you:

- Information you provide when you apply for a job. Including information provided through recruitment platforms, by email, in person at interviews, and/or any other method.
- Personal information such as name, email address, postal address, date of birth, experience, seniority information, qualifications, and experience you provide us, as well as your video if you conduct your interview using the Video Interview option.
- If you contact us, we may record that communication.
- A record of your progress through any recruitment process we may carry out.

In addition, we inform you that if you provide us with letters of recommendation as part of the evaluation process, only after your consent will we contact the persons who sign the recommendations on the contact information you provide us.

## **Automated decision making**

As part of the process mentioned above, we may use partner recruitment companies to select suitable candidates based on criteria expressly identified by us or considered essential to the role you have applied for. The process of finding eligible candidates is automatic. However, any decision about which candidates to contact to fill the job is made by our staff.

## **How long we keep your personal data**

Our company retains your data for a period until a decision is made to fill the positions.

If you choose to have your CV retained in order to be re-evaluated in the event that another relevant job position that fits your profile arises with your permission we retain it for a period of twenty four months.

However, your data may be deleted at an earlier time following your relevant request at [dpo@planet.gr](mailto:dpo@planet.gr).

### **Disclosure of your information**

Only PLANET S.A. and the partner recruitment companies (only in the case that you have transmitted your data through a partner company) have access to your data in the context of your request, evaluation actions of your application to enter into a partnership with PLANET S.A. In addition, the recipient of your data are companies-providers of the electronic platforms through which we manage your nomination. The above companies act as processors of your personal data. They are contractually bound to maintain all the necessary personal data protection rules and process your personal data with complete confidentiality and exclusively under PLANET S.A. guidelines. Your personal data may be transferred outside the European Economic Area (E.E.A), specifically to service providers who work with the provider of the online platform and may be based in the USA. In particular, suitable guarantees are applied to these transfers, including Standard Contractual Clauses (SCCs) for cross-border transfers of personal data.

### **Protection of Personal Data**

Considering the nature, the scope, the context, and the purposes of the processing, as well as the risks of the different probability of occurrence and seriousness for the rights and freedoms of natural persons, PLANET S.A. applies appropriate technical and organizational measures to ensure and be able to prove that the processing is carried out under the GDPR, adopting and implementing a holistic personal data security policy.

During the assessment of the appropriate security level by PLANET S.A., account shall be taken of the risks arising from the processing, particularly from accidental or unlawful destruction, loss, alteration, unauthorized disclosure, or access to personal data transmitted, stored, or otherwise processed.

To prevent personal data breaches, PLANET S.A., as the controller, has adopted and implements a policy against attacks on the information systems it owns and manages and a specific policy for the management of any cases of personal data breaches.

### **Your rights**

In case you wish to access the data you have made available to us, correct/complete any of them, request their deletion, their portability, or limit the processing we carry out, you can contact the Data Protection Officer of PLANET S.A., at [dpo@teu-group.com](mailto:dpo@teu-group.com).

Suppose you consider that one of your requests has not been satisfied sufficiently and legally or that the right to protect your data is violated by any processing we carry out. You can appeal to the Hellenic Data Protection Authority (1-3 Kifisias Ave., 11523 Ampelokipi, tel. 210.647.5600, [www.dpa.gr](http://www.dpa.gr)).

### **Contact**

For any further information or requests regarding this notification, you can contact us at [dpo@planet.gr](mailto:dpo@planet.gr).