

## Candidate Personal Data Processing Privacy Notice

This Privacy Notice explains how DiPocket processes your personal data throughout the recruitment process. We are committed to ensuring that your privacy is protected, and that all personal data is handled in compliance with the General Data Protection Regulation (GDPR).

### 1. Data Controller

The DiPocket group consists of DiPocket Limited and DiPocket UAB. We will notify you with which company you may have a relationship with at the start of recruitment process. DiPocket acts as the data controller of your personal information you provide to us.

If you wish to contact us about the processing of your personal information, please contact our Data Protection Officer at [DPO@dipocket.org](mailto:DPO@dipocket.org).

DiPocket has established technological, physical, administrative and procedural safeguards in line with the industry accepted standards in order to protect and ensure the confidentiality, integrity or accessibility of the personal data processed; prevent the unauthorized use of or unauthorized access to the personal data. These measures are designed to prevent a personal data breach (security incidents) in accordance with DiPocket's instructions, policies, and applicable laws. All our staff receives data protection training and are instructed to strictly adhere to our data protection policies. Your data is securely stored in data centers located exclusively in European Union.

### 2. Purposes of Processing

We will process your personal data for the following purposes:

- Assessing your qualifications, skills, and suitability for the role.
- Communicating with you during the recruitment process.
- Conducting any necessary background checks.
- Evaluating and making hiring decisions.
- Defending against potential legal claims or actions.

### 3. Categories of Personal Data

We may collect and process the following categories of personal data:

- Contact information (name, address, email, phone number).
- Details of educational and professional background.
- Employment history and qualifications.
- References and recommendations.
- Record of our communication with you.
- When the position requires an impeccable reputation, publicly available data about you (information collected from internet search engines, social networks, public registers, etc.).
- Any other relevant information you provide during the application process.

Automated decision-making is not utilized in the processing of your personal data.

#### **4. Legal Basis for Processing**

The legal basis for processing your personal data is twofold:

- Performance of a contract (potential employment contract or contract of a different nature).
- Our legitimate interests to defend against legal claims or actions.

Please note that if you do not provide us with the necessary information and documents, we will not be able to complete the recruitment procedure and conclude an employment contract.

#### **5. Data Recipients**

Your personal data may be shared with the following recipients:

- Members of the recruitment team involved in the hiring process.
- Third-party service providers (e.g., background check providers) if necessary.

#### **6. Data Transfers**

We may process your personal information in locations both within or outside the European Union and the United Kingdom, provided we comply with the applicable laws and regulations. When we share your personal information with entities outside of the EEA and the United Kingdom, we ensure they commit to applying equivalent levels of protection as we do. We use legal mechanism, such as standard contractual clauses as indicated in GDPR art. 46 to implement the cross-border transfer of your personal data; or implement security measures like anonymization on the data before the cross-border data transfer. For any inquiries on means that safeguards data transfer outside EU please contact us at [DPO@dipocket.org](mailto:DPO@dipocket.org).

#### **7. Data Retention**

- Data collected for the purpose of entering into an employment contract shall be retained only until the conclusion of the recruitment procedure, unless you provide separate consent for further processing.
- Data collected for the purpose of defending against potential legal actions shall be retained for a period of one year following the conclusion of the recruitment procedure.

#### **8. Your Rights**

You have the right to:

- Access your personal data and request a copy.
- Rectify any inaccurate or incomplete personal data.
- Request the erasure of your personal data under certain circumstances.
- Restrict or object to the processing of your personal data.
- Data portability in certain situations.

- Withdraw consent if processing is based on consent.

## **9. Contact Information**

If you have any questions or concerns regarding the processing of your personal data or wish to exercise your rights, please contact us at [DPO@dipocket.org](mailto:DPO@dipocket.org).

## **10. Complaints**

If you believe that your rights under GDPR have been violated, you have the right to lodge a complaint with a supervisory authority:

- In the United Kingdom – ICO (<https://ico.org.uk/global/contact-us/>).
- In the EU – please see a list provided ([https://edpb.europa.eu/about-edpb/about-edpb/members\\_en](https://edpb.europa.eu/about-edpb/about-edpb/members_en)).