

## INFORMATION NOTICE FOR CANDIDATES

### Information pursuant to Article 13 of EU Regulation number 679 of 27 April 2016

Dear Sir/Madam,

The European Regulation number 2016/679 (hereinafter referred to as the “GDPR”) requires that the person who processes personal data informs the Data Subject (in other words, the person to whom the data refer) about the methods of the processing, which must be conducted fairly, legally and transparently, ensuring the confidentiality and rights of the Data Subject. By fulfilling Article 13 of the aforementioned Regulation, we hereby inform you of the following:

#### PROCESSING METHODS

The processing will be carried out through collection, recording, organisation, storage, consultation, preparation, alteration, selection, retrieval, alignment, use, combination, restriction, disclosure, erasure and destruction, and it shall be carried out by the controller, processors or persons authorised to carry out the processing.

The data shall be processed in a lawful, fair and transparent manner, and they shall be collected for specific, explicit and legitimate purposes; they shall not be processed in a manner that is incompatible with these purposes. The data shall be adequate, relevant and limited to what is necessary for the purposes for which they are processed. They shall be accurate, up to date and processed with the utmost confidentiality, mainly using electronic and IT tools and stored on IT devices, hard copy, and any other suitable medium, observing the principles outlined in the European Regulation on personal data protection and the provisions issued by the Supervisory Authority. In any case, the data shall be processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing or loss, including accidental loss, using appropriate technical and organisational measures. The data shall be kept in a form that enables the data subject to be identified throughout the time strictly required to achieve the purposes for which they were processed.

#### IDENTITY AND CONTACT DETAILS OF THE DATA CONTROLLER

The Data Controller is Arconvert S.A., with registered office at Carretera de Cartellà, nº 6; 17150 - Sant Gregori (Girona) Spain, C.I.F. ESA17001801A.

For the purpose of exercising the rights stipulated in the Regulation and for any query you may have regarding your personal data, you can contact the Data Controller by sending a registered letter to the aforementioned address, or a message to the following email address: [gdpr@arconvert.es](mailto:gdpr@arconvert.es)

#### PURPOSES AND LEGAL BASIS OF THE PROCESSING

The Company will collect the data provided by you for the specific purpose of searching for and recruiting staff. The legal basis is therefore that contained in Article 6(1), point f) of the GDPR: *“processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data”*. Since the Company may become aware of the specific data categories related to you, in this case the data processing shall be based on Article 9(2), point a) of the GDPR *“the data subject has given explicit consent to the processing of those personal data”*.



## **PERSONAL DATA PROCESSED**

Within the scope of the purposes outlined in the previous section, the following data will be processed:

- Identification data (full name, date of birth, place of residence, possible special data categories);
- Contact details (email address, telephone number, address);
- Sensitive data, if any (membership in trade unions, health situation).

## **RECIPIENTS OR CATEGORIES OF RECIPIENTS OF THE PERSONAL DATA**

The personal data held by Arconvert S.A. shall not be disseminated. They may be disclosed within our organisation and transferred to authorised persons and data processors appointed by the Company.

## **TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES**

At present, Arconvert S.A. does not intend to transfer your personal data to countries outside the European Union. In any case, if this occurs, Arconvert S.A. guarantees that the data will be transferred to countries outside the EU that, according to the European Commission, ensure an adequate level of protection (Article 45 of the GDPR) or are subject to standard contractual clauses approved by the European Commission.

The foregoing may only be derogated in the situations stipulated in Article 49 of the GDPR.

## **TERM FOR STORING PERSONAL DATA**

The personal data provided to search for and recruit staff will be stored for a maximum term of 6 months counted from the date of the first interview.

The data may be kept for a longer period of time due to petitions received from the Public Authorities or another judicial, government or regulatory body or due to the company that has drawn up these information notices being involved in legal proceedings that imply processing personal data provided by you.

## **MANDATORY OR OPTIONAL NATURE OF PROVIDING DATA**

Providing the data is mandatory. The possible refusal to provide us with all or some of your personal data will prevent the Company from examining the application form of the data subject and/or properly fulfilling all the obligations related to the search for and recruitment of staff.

## **RIGHTS OF THE DATA SUBJECT**

The Data Subject shall have the right to obtain access to the personal data from the data controller. In particular, the Data Subject has the right to obtain the following: a) the source of the data; b) the purposes and methods of the processing; c) the logic involved if the processing is carried out using electronic tools; d) the rectification or update of data; e) the erasure of data or the restriction of data processing (making them anonymous, blocking data that were processed in breach of the law, including data that do not need to be stored for the purposes for which they were collected and subsequently processed).

The Data Subject is also entitled to revoke the consent granted to process personal data. However, revoking such consent shall not affect the legality of the processing that was carried out based on the consent granted prior to such revocation.

The data subject also has the right to data portability.



The data subject is entitled to file a claim with the Supervisory Authority, represented in Spain by the Spanish Data Protection Authority, with registered office at C/ Jorge Juan, 6. 28001 - Madrid.

**NON-EXISTENCE OF AN AUTOMATED DECISION-MAKING PROCESS**

The processing object of this information notice will not be subject to automated decision-making processes.

The Data Controller  
Arconvert S.A.

I state that I have received the information notice about personal data processing and I consent to the processing of my personal data, including confidential data, for the purposes and using the methods specified above.

In Girona, on \_\_\_\_\_

Full name \_\_\_\_\_

Signature of the Data Subject \_\_\_\_\_