

## PRIVACY STATEMENT

CONCERNING THE 'EXECUTIVE SEARCH' ACTIVITY OF FRIISBERG AND PARTNERS INTERNATIONAL KFT.

'Executive Search', or, as commonly known, recruitment or headhunting, is an element of primary importance to the business activity of Frisberg & Partners International Kft. (hereinafter referred to as **'Data Controller'** or **'We'**). This activity covers the hunting of the labour market for candidates who fit the requirements of our clients and the facilitation of communication between our clients and the selected candidates.

The described activity requires the processing of your (as candidate's) data for several purposes, as set forth hereunder.

Our contact details are included in Annex 1. In the course of our activity, we are in contact with several data processors involved in our operations. These data processors perform the processing of your personal data in line with our instructions, within the frameworks set by our company. The description and details of the involved data processors are included in Annex 2.

### 1. SCOPE OF THE DATA PROCESSED

In the course of our headhunting/selection activity we process several personal data of yours. These data are partially provided by you to us (like your full name, phone number, e-mail address, the data of your former employers and your language knowledge), and partially generated by our company. Your personal data will only be recorded if it is inevitably required to the achievement of the related purpose.

Please pay attention to the information you provide in the CV template. In case you don't have all information included in the CV template, you may provide us with less personal data; however, please avoid the provision of more or different personal data as these (if our company is not entitled to the processing thereof) will be erased.

In Section 5 you may find a list of the personal data we process (as well as the related data processing purposes), the source of which is not your data provision.

### 2. LEGAL BASIS

The legal basis of data processing is your expressed consent, granted in advance.

### 3. SOURCE OF DATA

The data processed are partially obtained from you directly (like the data included in your CV), partially obtained from the reference persons indicated by you (like the notes taken of the discussion with the reference person), and partially generated by us (e.g. the candidate report). In Section 5, you may find a list of the personal data we process, as well as a list of the related data processing purposes; however, the data obtained from you are not included, as you are fully aware of the scope of your data provided to us.



#### **4. TERM OF DATA PROCESSING**

The general rule concerning the terms of the processing of your personal data is the following:

Your personal data processed for a given purpose, upon your consent, will be processed for 1 (one) year from the date of entering these into our database; thereafter, they will be deleted. The above shall not apply if you give a repeated consent to data processing.

11 (eleven) months after the starting date of the data processing, a notification will be sent to you concerning the expected deleting of your data, due within one month from the date of notification. In case you want us to continue the processing of your data after the expiry of the prescribed 1 (one) year, you have an opportunity to do so by giving us a new consent thereto. The expired consent may be renewed each year in line with the process described above.

In case of submitting your application to a specific vacancy notice, your personal data will be processed until the closure of the application process; your data will be deleted upon the closing of the applications to the given job. In case you want us to continue the processing of your data after the closing of the specific job application process, you may give your consent thereto; in this case, your personal data will be kept and stored in our database and processed further in line with the above.

For further information on the specific terms of the processing of your personal data with respect to the single data processing purposes, please check Section 5 herein.

#### **5. DATA PROCESSING PURPOSES [SEE ANNEX 3]**

The processing of personal data is possible only for a defined specific purpose. We define such purposes according to the features of the selection process.

To grant an easier access, by selecting from the list hereunder the purpose affecting you, you will get to a detailed description of the data processed for the given purpose.



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**[A] RECORDING INTO AND STORING OF THE CANDIDATES' DATA IN THE DATABASE FOR THE PURPOSE OF PARTICIPATION IN RECRUITMENT PROCEEDING****[B] PRE-SELECTION****[C] REQUEST FOR PROFESSIONAL REFERENCE****[D] PREPARATION OF AN INTERVIEW FOR THE PURPOSE OF THE CREATION OF A CANDIDATE REPORT****[E] SUBMISSION OF JOB APPLICATION MATERIAL****6. PERSONAL DATA PROCESSING**

Hereunder, we provide you with a detailed list of data processed by us, the source of which is not your data provision; furthermore, we give you the reasons of data processing with respect to each purpose as well. In addition, you may find information concerning the legal basis of data processing with respect to each purpose;

the legal basis with respect to a selection process is your consent. Also the term of data processing is indicated with respect to each purpose of data processing. Furthermore, the source of data is indicated with respect to each purpose (namely, whether such data is obtained from you or from a third person (e.g. from the reference person)). Who may have access to the data? The data provided by you will be available within the organization of the data controller for the owners and the employees of the company in order to achieve the set data processing purposes.

Out of the organization of the data controller, the data processors listed in Annex 2 herein may have access to your personal data.

In addition, upon your consent, we also perform data transfer to the relevant client (offering the concerned job).

For more information concerning the persons who may have access to your personal data, please check Annex 4.

**7. DATA SECURITY**

Hereby we inform you that we have taken the technical and organizational measures and formulated the operating rules that are required to ensure the appropriate protection of your personal data.

The data stored in our database are accessible after a password-based identification, while different access rights to data are assigned to different authorization levels. The database is available through an encrypted channel (https protocols).



Furthermore, we provide for the encrypted transfer of personal data, so that no disclosing of data is possible even in case of a data protection incident.

In order to prevent any unintended destruction of data, our system administrator creates backup copies thereof on a regular basis.

## **8. RIGHTS RELATED TO DATA PROCESSING AND THE EXERCISE THEREOF**

You have the rights in the course of data processing listed in this section. By clicking on the specific right, you will get more detailed information concerning the content and the exercise of the given right in our selection process.

You may exercise your rights by sending an e-mail to [hungary@friisberg.com](mailto:hungary@friisberg.com) or a letter to Friisberg & Partners International Kft. (H-1126 Budapest, Derkovits utca 9.).

You have the following rights: [Annex 5]

**[A] RIGHT OF ACCESS**

**[B] RIGHT TO RECTIFICATION**

**[C] RIGHT TO DELETE**

**[D] RIGHT TO THE RESTRICTION OF PROCESSING**

**[E] RIGHT TO DATA PORTABILITY**

Your request related to the above rights will be revised, and you will be informed of the related actions taken upon your request without undue delay, but in any event within one month of receipt of such request. In case of raising a complex question or if more information needs to be obtained to perform your request, the above deadline may be extended by a maximum of two months.

## **9. LEGAL REMEDIES**

If you submitted a request to us and we failed to perform or failed to perform in time such request, you may turn to the competent court or public authority.

You may initiate the proceeding of Nemzeti Adatvédelmi és Információszabadság Hatóság (National Authority for Data Protection and Freedom Of Information, hereinafter referred to as NAIH) in case you observe the infringement of data protection rules.

Please note, that according to the recommendations of NAIH, in case of occurrence of any data processing-related complaint you should turn to us (as data controller) first, to settle the issue amicably. Hence, should you have any claim, complaint or request related to the data processing, please inform us first.

The name of the Data Protection Officer: PETHŐ Zoltán

Contact details: [z.petho@friisberg.com](mailto:z.petho@friisberg.com)



The name of the Deputy Data Protection Officer: VERHÁS Georgina

Contact details: [g.verhas@friisberg.com](mailto:g.verhas@friisberg.com)

Naturally, you have the right to turn directly to the NAIH with your complaint, instead of informing us first.

You can contact NAIH via e-mail at [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu), or via post at the address H-1530 Budapest, Pf.: 5. Concerning the investigation of complaints related to data processing you may find further information at: <https://www.naih.hu/panaszuegyintezes-rendje.html>.

Budapest, 2019. ....

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Signature

