



AIMOTIVE

RECRUITMENT DATA PROTECTION NOTICE

Almotive Ltd.

Effective from 25 May 2018

Almotive Informatikai Kft

Dear Applicant!

Thank you for inquiring about the Almotive Ltd!

Please, read our recruitment data protection notice the purpose of which is to ensure that your data is managed in accordance with the provisions of the General Data Protection Regulation¹ and of Act CXII of 2011 on the freedom of information.

With regards to our recruitment data protection notice processing below we expressly inform you that you have the right to object to processing of your data.

We inform you that with regards to your job application our company as data controller processes your personal data provided in the course of your registration and application or generated as the result of the application procedure (*personal identification data, contact details, professional CV data, letter of motivation and personal data generated as the result of the recruitment*). If you do not directly apply to us (that is, for example through a recruitment agency or through a temporary employment agency or a student labor association) then we inform you that certain personal data of yours is collected in part from you and in part from other sources.

Please, only provide your own, actual data in the course of the selection procedure! Please, do not provide special data (*that is, data concerning racial or ethnic origin, political views, religious or philosophical beliefs, trade union membership, genetic data, data concerning health or data concerning your sexual life or sexual orientation*) in your application materials to be uploaded!

We will automatically delete your data after 36 months from the closure of the application procedure, except if, as the result of the evaluation, we establish employment relationship with you. In the case of establishing employment we will manage your personal data for other purposes and possibly on other legal bases about which, if applicable, we shall provide for you new privacy notice on our other data processing.

¹ Regulation (EU) 2016/679 of the European Parliament and of the Council

RECRUITMENT DATA PROTECTION NOTICE OF AIMOTIVE LTD.

Data controller and their contact options

Company name of the data controller: **Almotive Ltd.** (hereinafter: the "Data controller")

Registered seat: 1025 Budapest, Szépvölgyi út 22

E-mail address: info@aimotive.com

Phone number: + 36 1 770 7234

Website: www.aimotive.com

Scope of processed data, purpose, legal basis of data processing, the period for which the personal data is stored²

	Categories of personal data concerned	Purpose of data processing	Legal basis of data processing	Period for which the personal data is stored
a)	Personal and contact data of the applicant provided in the course of registration	Identification, keeping contact	The legitimate interest of the Data Controller in selecting the most suitable candidate in order to ensure its safe, operational and prudent operation. Consent (<i>only concerning the storage of data following the selection procedure</i>)	Period of conducting the selection procedure; an additional period of 36 months afterwards if the applicant consented to it
b)	Data concerning proficiency, qualification, professional experience	Certifying the qualification necessary to fulfill the position in question	The legitimate interest of the Data Controller in selecting the most suitable candidate in order to ensure its safe, operational and prudent operation. Consent (<i>only concerning the storage of data following the selection procedure</i>)	Period of conducting the selection procedure; an additional period of 36 months afterwards if the applicant consented to it
c)	Professional CV, letter of motivation	Assessing the proficiency, qualification, professional experience necessary to fulfill the position in question and evaluating the motivation of the applicant	The legitimate interest of the Data Controller in selecting the most suitable candidate in order to ensure its safe, operational and prudent operation. Consent (<i>only concerning the storage of data following the selection procedure</i>)	Period of conducting the selection procedure; an additional period of 36 months afterwards if the applicant consented to it
d)	Data generated by the Data Controller about the applicant in the course of the interviews concerning the evaluation of the	Evaluation of the suitability of the applicant in the selection procedure	The legitimate interest of the Data Controller in selecting the most suitable candidate in	Period of conducting the selection procedure; an additional period of 36 months afterwards if the

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	Categories of personal data concerned	Purpose of data processing	Legal basis of data processing	Period for which the personal data is stored
	candidates		order to ensure its safe, operational and prudent operation. Consent (<i>only concerning the storage of data following the selection procedure</i>)	applicant consented to it

Concerning the above instances of data processing the Data Controller highlights that **if the applicant does not provide the above data in full** then exclusion from the recruitment procedure may be a possible consequence of failing to provide information.

Recipients or categories of recipients of the personal data

The Data Controller does not process any category of personal data to third parties or other addressees.

Processing of special categories of personal data

The Data Controller does not process any special category of personal data in the course of the selection (recruitment) process.

Data of the data subject obtained from other sources

If the applicant does not directly apply for a position at the Data Controller (that is, for example through a recruitment agency or through a temporary employment agency or a student labor association) then the Data Controller may collect certain data from these sources as well.

Category of data source:	Categories of personal data concerned
Recruitment / Work agency	scope of data Subsections a) to d)
Student labor association or Temporary employment Agency	scope of data Subsections a) to c)

Rights of the data subject

The Applicant may request from the Data Controller access to personal data concerning the Applicant, rectification of inaccurate personal data, erasure of personal data, in certain cases the restriction of processing, furthermore the Applicant also has the right to object to the processing of personal data. Additionally, the applicant is entitled to the right to the portability of data, to lodge a complaint with a supervisory authority and to an effective judicial remedy; additionally in the case of automated individual decision-making (including profiling) the right to obtain human intervention on the part of the Controller and to express his/her point of view and to contest the decision. ***In the case of data processing based on consent the applicant is also entitled to withdraw his/her consent at any time, which, however, does not affect the lawfulness of data processing performed based on consent before the withdrawal.***

- **Right to access**

The applicant is entitled to request information at any time about whether and how the Data Controller processes their personal data, including the purposes of data processing, the recipients to whom the data was disclosed or the source where the Data Controller received the data from, the envisaged period for which the personal data will be stored, any right of the applicant concerning data

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processing, information concerning automated decision making, profiling, and information concerning related guarantees in the case of forwarding to third countries or to any international organization. When exercising the right to access the applicant is also entitled to request copies of the personal data undergoing processing; in the case of a request submitted electronically the Data Controller – in lieu of a request from the applicant that says otherwise – provides the requested information electronically (in pdf format). If the right to access of the applicant has a detrimental effect on the rights and liberties, in this regard especially the business secrets or intellectual property of others, the Data Controller is entitled to refuse to comply with the request to the necessary and proportionate extent. If the applicant requests the above information in several copies, the Data Controller charges a reasonable amount of fee, proportionate to the administrative costs of preparing the additional copies, HUF 200 per copy/page.

- ***Right to rectification***

At the request of the applicant the Data Controller corrects or completes personal data concerning the applicant. If any doubts arise concerning the corrected data, the Data Controller may request from the applicant the certification of the corrected data for the Data Controller appropriately, primarily with documents. If the Data Controller disclosed the personal data of the applicant with this right to another person (e.g. the addressee as data processor), then the Data Controller shall immediately inform such persons after correcting the data, provided it is not impossible or it does not require a disproportionate amount of effort from the Data Controller. At the request of the applicant the Data Controller informs them about such addressees.

- ***Right to erasure (“right to be forgotten”)***

If the applicant requests the erasure of any or all personal data of theirs, the Data Controller shall erase such data without undue delay if:

- the Data Controller does not need the personal data in question any more for the purpose such data was collected or otherwise processed for;
- it concerns data processing that was based on the consent of the applicant, but the applicant withdrew the consent and the data processing has no other legal basis;
- it concerns data processing that was based on the legitimate interests of the Data Controller or third parties but the applicant objected to the data processing and – with the exception of objection to data processing for direct marketing purposes – there are no legitimate grounds for the data processing that would have priority;
- the Data Controller illegally processed the personal data, or
- the deletion of personal data is necessary for the performance of legal obligations.
- If the personal data under this right is disclosed by the Data Controller to another party (e.g. the recipient as for example data processor) then the Data Controller shall immediately inform such persons after the deletion, provided it is not impossible or it does not require a disproportionate amount of effort from the Data Controller. At the request of the applicant the Data Controller informs them about such recipients. The Data Controller is not always obliged to delete personal data, especially for example in the case of the data processing is necessary for the establishment, exercise or defense of legal claims.

- ***Right to restriction of data processing***

The applicant can request the restriction of the processing of their personal data in the following cases:

- the applicant contests the accuracy of the personal data – in this case the restriction concerns the period enabling the data controller to check the accuracy of personal data;

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- the data processing is unlawful but the applicant opposes the erasure of data, requesting the restriction of the usage of the same instead;
- the data controller does not need the personal data for data processing purposes any longer but the applicant needs the data for the establishment, exercise or defense of legal claims; or
- the applicant objected to the data processing – in this case the restriction concerns the period until it is established whether the legitimate grounds of the Data Controller override those of the applicant.

The restriction of data processing means that the Data Controller does not process the personal data belonging under the scope of the restriction except for storage, or only processing such data to the extent the applicant consented to, and the Data Controller may process data necessary for the establishment, exercise or defense of legal claims or for the protection of the rights of other natural persons or legal entities or considering the important public interests of the European Union or any European Union member state even in lieu of such a consent. The Data Controller informs the applicant beforehand about releasing the limitation of the data processing. If personal data under this right is disclosed to other persons (e.g. the addressee as for example data processor), the Data Controller shall immediately inform such persons about the restriction of data processing, provided it is not impossible or it does not require a disproportionate amount of effort from the Data Controller. At the request of the applicant the Data Controller informs them about such recipients.

- ***Right to objection***

If the legal basis for the data processing concerning the applicant is the legitimate interest of the Data Controller or third parties, the applicant is entitled to object to the data processing. The Data Controller is not obliged to uphold the objection if the Data Controller can prove that

- the data processing is justified by legitimate and compelling causes that take precedence over the interests, rights and liberties of the applicant, or
- the data processing is connected to the data for the submission, enforcement or defense of legal claims of the Data Controller.

- ***Right to the data portability***

The applicant is entitled to request that the Data Controller hands over the personal data of the applicant provided to the Data Controller on the basis of consent or a contract, and processed by the Data Controller by automated means (e.g. by a computer system), to the applicant in a structured, commonly used and machine-readable format even for the purposes of transmitting such personal data to other data controllers or if it is technically feasible, the Data Controller, at the request of the applicant, transmits such personal data directly to another data controller as indicated by the applicant. In the case of such requests the Data Controller provides the requested data as a pdf file. If the applicant's exercise of the right to data portability had adversely affected the rights and freedoms of others, the Data Controller is entitled to refuse to comply with the request of the applicant to the necessary extent. Measures taken in the scope of the data portability do not mean the deletion of the data, only if, at the same time, the applicant submits a request to delete the personal data as well. Therefore, in lieu of such a request, the Data Controller stores such personal data as long as it has the purpose and the appropriate legal basis for the processing of those data.

- ***Right to lodge a complaint, right to an effective judicial remedy***

If the applicant considers that the processing of their personal data by the Data Controller infringes the provisions of the established data protection legal regulations, especially the General Data Protection Regulation, the applicant has the right to lodge a complaint with the competent data protection

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supervisory authority in the Member State of his/her habitual residence, place of work or the place of the alleged infringement. In Hungary, this authority is the Hungarian National Authority for Data Protection and Freedom of Information ("NAIH"). Contact details of NAIH: Website: <http://naih.hu/>
Address: 1125 Budapest, Szilágyi Erzsébet fasor 22/c.

Mail address: 1530 Budapest, PO Box: 5.

Telephone: +36-1-391-1400

Fax: +36-1-391-1410

E-mail: ugyfelszolgalat@naih.hu

The applicant, regardless of his/her right to lodge a complaint, may also bring proceedings before a court for such infringement. The applicant is entitled to bring proceedings against the legally binding decision of the supervisory authority concerning the applicant as well. The applicant is also entitled to effective judicial remedy if the supervisory authority does not handle the complaint or does not inform the applicant within three months on the progress or outcome of the complaint lodged.

AUTOMATED DECISION MAKING, PROFILING

No automated individual decision-making or profiling is performed in the course of the data processing of the Data Controller concerning the applicants.

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