

## **OPENCODE SYSTEMS POLICY FOR DATA PROTECTION IN PERSONNEL RECRUITMENT**

Before applying and submitting your documents, please review the policy in effect of OPENCODE SYSTEMS Ltd. for the protection of personal data in personnel recruitment, including how, as a personal data administrator, OPENCODE SYSTEMS Ltd. collects and uses the personal data provided by you.

By applying for a job and participating in the recruitment procedure, you confirm that you have read and understood this policy and wish OPENCODE SYSTEMS Ltd. to collect and process your personal data to evaluate your application in order to conclude an employment / freelancer contract. You provide your personal data voluntarily and to the extent you deem necessary.

### **Security and confidentiality of personal data and purposes of processing:**

OPENCODE SYSTEMS Ltd. processes the personal data provided by you in accordance with this policy and the requirements of Regulation (EU) 2016/679 and national legislation to ensure the protection of your personal data. The purposes of processing are as follows:

- initial selection and subsequent evaluation of suitable candidates for the respective vacancy with the necessary experience, qualification, knowledge, skills, etc.;
- verification of the data and information provided by you in connection with your application for a job in the Company, including by receiving confirmations from third parties, such as previous employers and persons who have recommended you, as indicated by you;
- contacting you, in order to request additional information from you, to notify you of the development of the recruitment procedures, as well as the final outcome;
- communicating with you, conducting interviews, skills tests and other forms of assessment applied by the Company in the process of evaluating job candidates;
- If, based on your application, the Company sends you a job offer, which you accept, the personal data collected during the recruitment procedure shall be used for the purposes of preparing and concluding an employment contract between you and the Company.

### **What personal data do we collect and how do we process your personal data:**

When you apply for a job with us, with the documents you send us, you disclose to us your personal data that we process in the course of the recruitment procedure.

We recommend that the documents you send to us do not contain sensitive personal data, such as information about racial and ethnic origin, religious and political beliefs, membership in trade unions and political organizations, sexual orientation, health and more.

Depending on the position you are applying for in the different stages of recruitment, it is possible:

- To be asked to participate in one or more interviews;
- To be asked to take tests;
- To be asked to provide recommendations from previous employers;
- To be asked to provide information about your health.

All personal data disclosed during the interviews will be processed in accordance with this policy.

The results of the tests are considered confidential and shall only be used to assess whether you meet the requirements for the position.

Recommendations from previous employers shall be sought only with your prior consent.

Opencode Systems Ltd. does not perform automated decision making, including profiling, regarding personal data.

**Period of storage of personal data:**

The provided personal data shall be kept by the end of the recruitment for the announced vacant position and the conclusion of an employment contract with the selected candidate, but not more than 6 months after the expiration of the term for the vacancy announcement. After this period, your personal data and relevant documents shall be deleted and destroyed. Personal data may be kept for a period longer than 6 (six) months only for certain candidates after obtaining their prior consent.

When the recruitment procedure ends with the conclusion of an employment / freelancer contract, the documents and data provided by you in the course of the recruitment procedure shall be included in your personal employment file kept by OPENCODE SYSTEMS Ltd.

**Your rights:**

- You have the right to withdraw the consent given by you in the course of the recruitment procedure;
- You have the right to request correction of the provided data;
- You have the right to access the personal data processed that concerns you;
- You may question further processing of your personal data.

To exercise these rights you must contact us by email: [jobs@opencode.com](mailto:jobs@opencode.com), tel: +359 889 2232383.

Thank you for choosing to apply for a job at OPENCODE SYSTEMS Ltd.!