

**DECLARATION
RECRUITMENT RELATED DATA PROCESSING**

I, the undersigned _____ *[name of candidate]* (mother's name: _____; date of birth: _____) make the following declarations in connection with my personal data provided to **Giant Gyártó Hungary Kft.** (registered office: 3200 Gyöngyös, Jedlik Ányos utca 1.; company registration number: 10-09-038230; „GHM”) acting as data controller for the purposes of carrying out recruitment and hiring activities:

Please read the Privacy Notice carefully at the link below: <https://www.giant-bicycles.com/hu!>

I have read and understood the Privacy Notice.

Place and date: _____

[Candidate's signature]

[Candidate's name in block letters]

**PRIVACY NOTICE
ON RECRUITMENT RELATED DATA PROCESSING**

Giant Gyártó Hungary Kft. (registered office: 3200 Gyöngyös, Jedlik Ányos utca 1.; company registration number: 10-09-038230; „GHM” or „we”) is conducting a recruitment process to fill the vacancies available at **GHM**. During the recruitment process, GHM processes **personal data**.

GHM informs you on the processing of your personal data in the recruitment process in accordance with Articles 13-14 of the General Data Protection Regulation 2016/679 of the European Parliament and of the Council ("GDPR").

This Privacy Notice covers all forms of recruitment processes applied by GHM (including, e.g., recruitment via applications for vacancies published on the profession.hu website, recruitment processes based on cooperation with recruitment companies, recruitment based on incoming CVs, referrals by employees).

The recruitment process involves an interview via video conference, to this data processing activity the Privacy Notice for Online Meetings and Webinars shall be applied.

The terms used in this Privacy Notice shall have the meaning specified in Article 4 of the GDPR.

I. Name and contact details of the controller, joint controllership

Data controller is the person or company that uses the data in any means: for example, storing, copying, saving, transferring, erasing.

The personal data you provide will be processed by GHM.

The contact details for GHM are:

*name: **Giant Gyártó Hungary Kft.**
registered office: 3200 Gyöngyös, Jedlik Ányos utca 1.
company registration number: 10-09-038230
Phone: + 36 37 557 500
Email address: recruiting@giant-bicycles.hu*

II. Name and contact details of the data protection officer

Based on Art. 37 of the GDPR, GHM is not obliged to design a data protection officer and no data protection officer was designated.

III. Categories and source of personal data

In particular, we process the following personal data during the recruitment process:

- Identification data: *name, place of birth, date of birth;*
- contact details: *name, address, e-mail address, phone number;*
- information about your qualifications: *CV, data contained in the certificates verifying your education, information about your language skills;*
- details of your professional history: *CV, documents verifying your professional experience, copies of references;*
- data related to the recruitment process: *data transferred by recruitment companies, data provided to us during the interview and in the communication prior to the interview, notes taken during the interview with you;*
- information published on the internet (including social networking sites) and in other sources which are publicly available to anyone and that may be relevant to the job application or the position you are applying for.

The source of the personal data we process may be you or recruitment companies or our temporary employment agencies we have a cooperation with (see below V.2), job advertising websites (e.g., profession.hu Kft. [1123 Budapest, Nagyenyed utca 8-14. 4. em.]) and such data may also come from publicly available sources. If you are connected with a temporary employment agency or recruitment agency, for the data processing of the temporary employment agency and of the recruitment company their own privacy notices shall be applied, and these agencies and companies, as independent data controllers, are responsible for the data processing independently of GHM.

IV. Purpose and legal basis for processing

We process the data provided in the recruitment process for the purposes of recruitment, hiring and selection of our future employees. The legal basis for the processing is to take necessary steps at the request of the data subject prior to entering into a contract (Article 6(1)(b) GDPR). GHM may verify the quality of the personal data it processes on the basis of public sources, the legal basis for which is the legitimate interest of the controller (Article 6 (1) (f) GDPR).

Please note that submitting your application to us will be considered as a request to take the necessary steps to enter into an employment contract but will not result any obligation to GHM to enter into a contract or employment relationship with you.

In case of a successful application, for information regarding the employment related data processing may be found in the Employee Privacy Notice.

If your application is unsuccessful, and you give your consent separately thereto, we may process your personal data to contact you with similar job offers in the future or to inform you about current vacancies. In this case, the legal basis for processing is your consent (Article 6 (1)(a) GDPR).

If the application is unsuccessful, in the absence of your consent, we can process your personal data for the purpose of demonstrating in a possible dispute, that we complied with the provisions of Act CXXV of 2003 on equal treatment and the promotion of equal opportunities or other applicable legislation during the recruitment procedure, and our procedure was legitimate. The legal basis for this processing is the legitimate interest of GHM (Article 6 (1) (f) GDPR).

If the application is unsuccessful, in the case we received your application from a recruitment company, in the absence of your consent, we may also process your name and date of birth for the purpose of accounting the candidate ownership, and in this context the so called "name check" (where we check whether we have received your personal data from a recruitment agency in the last 1 year) with the recruitment company provided your application. In such cases, the legal basis for our processing is the legitimate interest of GHM (Article 6 (1) (f) GDPR).

V. Who have access to your personal data?

1. Internal recipients (recipients within the GHM)

Within GHM, the managing director, the employees of the HR and the IT department and your future superior may have access to your personal data. Information posted on social networking sites may only be viewed, but these data will not be stored by us.

2. External recipients (outside the GHM)

If you are employed as a temporary agency worker, we may also transfer your personal data relating to your recruitment or employment through temporary agency work to the temporary employment agency by which you are employed. In such case, the temporary employment agencies, we have a cooperation with, act as independent data controllers, thus you will be informed of their processing separately by the temporary employment agency that employs you. Currently our partners are Work Force Personal Consultancy and Services Ltd. (1042 Budapest, József Attila utca 4-6.) and HD Jobs Kft. (1087 Budapest, Baross tér 1. building 3. floor 14.).

If you contact us through a recruitment company (headhunter), we may also transfer your recruitment related personal data (see table below for more details) to our recruitment company partners below for the purposes of accounting for the contract with the recruitment company:

Recipients (processor/additional controller)	Name, contact details	Personal data accessed / operations performed / duration
Recruitment company – independent controller	Work Force Személyzeti Tanácsadó és Szolgáltató Korlátolt Felelősségű Társaság (1042 Budapest, József Attila utca 4-6.)	Name, monthly salary, job description, the date of the first working day / full scope of data processing / according to the own privacy notice of Work Force Személyzeti Tanácsadó és Szolgáltató Korlátolt Felelősségű Társaság
Recruitment company – independent controller	STARJOBS Magyarország Humánszolgáltató Korlátolt Felelősségű Társaság (2724 Újlengyel, Kossuth utca 138.)	Name, monthly salary, job description, the date of the first working day / full scope of data processing / according to the own privacy notice of STARJOBS Magyarország Humánszolgáltató Korlátolt Felelősségű Társaság
Recruitment company – independent controller	Humánia HRS Group Zrt. (1097, Budapest, Albert Flórián út 3/b.)	Name, monthly salary, job description, the date of the first working day / full scope of data processing / according to the own privacy notice of Humánia HRS Group Zrt.
Recruitment company – independent controller	Prohumán 2004 Munkaerő Szolgáltató és Tanácsadó Kft. (1146, Budapest, Hungária körút 140-144.)	Name, monthly salary, job description, the date of the first working day / full scope of data processing / according to the own privacy notice of Prohumán 2004 Munkaerő Szolgáltató és Tanácsadó Kft.
Recruitment agency – independent controller	EastJob Személyzeti Tanácsadó Bt. (3553, Kistokaj, Déta utca 4.)	Name, monthly salary, job description, the date of the first working day / full scope of data processing / according to the own privacy notice of EastJob Személyzeti Tanácsadó Bt.

In addition, data will be transferred to external recipients in the following cases:

- Based on statutory provisions, we may transfer your personal data to persons, bodies, courts, or authorities designated by law in order to comply with our legal obligations. We may also transfer or disclose personal data in response to a judicial, administrative or request;
- To any legal advisor, other third parties, bodies, courts, or authorities if it is necessary to protect the rights, property or safety of the GHM or the Giant company group, their employees, members;
- Transmission of your name and address to postal operator, courier service, mail order acting as controllers, if it is necessary for forwarding letters, consignments, packages during data processing by GHM.

VI. Transfer of personal data to a third country

During, or in connection with the recruitment process no transfer of your personal data to a third country takes place.

VII. Automated decision-making, including profiling

The recruitment related data processing does not involve decision-making based solely on automated processing or profiling.

VIII. Duration of storage of the processed data

The periods of storage of personal data are as follows:

1. In the case of successful application

Your data will be recorded into GHM 's personnel database for employment records and administration purposes. Further information on the processing of personal data in the personnel database will be made available to you at the start of your employment.

2. In the case of an unsuccessful application

If you give your consent to the GHM to store your personal data for the purpose of notifying you of future job opportunities or informing you of the current vacancies, your personal data will be deleted after 2 (two) years commencing at the end of the year in which you were notified of the application decision. If you do not give your consent to be notified of job opportunities or current vacancies within fifteen (15) days as of the date of the notification of the application decision, your application will be deleted within five (5) days as of the expiration of the period of fifteen (15) days.

If you do not consent to GHM storing your personal data for the purpose of notifying you of future job opportunities or informing you of the current vacancies, your personal data will be deleted within 12 (twelve) months commencing at the date of notification of the application decision in order to demonstrate compliance with the provisions of Act CXXV of 2003 on equal treatment and the promotion of equal opportunities..

If we receive your application from a recruitment company, we will delete your name and date of birth within 12 (twelve) months commencing at the end of the year in which you have been presented by the recruitment agency in order to account the candidate ownership and of the so called name check with the recruitment company.

IX. Provision of personal data as a precondition for participation in the recruitment process and the consequences of failure to provide personal data

The personal data provided during the recruitment process and the personal data contained in the documents provided to GHM are necessary to determine the compliance with the requirements of the vacancy in the recruitment process. The provision of your personal data and documents containing your personal data is not mandatory, but by providing your data voluntarily, you acknowledge that these data are essential for the evaluation of your application. Failing this, the evaluation of your application will be impossible.

If you do not give your consent to us continuing to process your personal data as set out in this Privacy Notice, we will not be able to send you information about current vacancies or contact you with similar job offers if your application is unsuccessful.

If you do not provide the requested information or attach the requested documents/certificates, your application will be deleted from our system according to the deletion process of the unsuccessful applications (see VIII. above) and your application will be deemed unsuccessful.

X. Rights and remedies in relation to data processing

- You can request from GHM
 - a) **access to your personal data** (Article 15 GDPR). In this context, you have the right to be informed whether your personal data are being processed, to obtain access to and a copy of the personal data processed and to obtain information relevant for the data processing (e.g., categories of recipients, storage period, guarantees for transfers to third countries, etc.).
 - b) **rectification of your personal data** (Article 16 GDPR). In this context, you may request the rectification of incorrect data or the completion of incomplete data.
 - c) the **erasure** of your personal data (Article 17 GDPR).
 - d) or the **restriction of its processing** (Article 18 GDPR).
- **You can withdraw your consent at any time:** In the case of an unsuccessful application, the legal basis for processing data regarding notifying you of the job offers and giving information on current vacancies is your consent. Please note that you have the right to withdraw your consent at any time, which does not affect the lawfulness of the processing carried out until the withdrawal.
- You can **object** against the data processing based on the legitimate interests of GHM (cf. IV.) for reasons related to your own situation.
- You can submit a request to GHM to exercise your rights as set out above using the contact details provided in Section I above. GHM will respond to your request as soon as possible, but no later than 10 days, and will inform you of the action taken and the reasons for refusing your request.
- **Right to lodge a complaint:** you have the right to lodge a complaint with the National Authority for Data Protection and Freedom of Information (1055 Budapest, Falk Miksa utca 9-11.; website: www.naih.hu; email: ugyfelszolgalat@naih.hu; Tel: + (36)-1-391-1400) Before submitting your complaint to the Authority, we recommend that you send it to GHM so that we can investigate your request in the first instance.
- **Judicial remedy:** In the event of an infringement of the data subject's rights, you are entitled to seek judicial remedy from GHM. Ruling in the matter against GHM falls under the jurisdiction of the regional court. Actions may be brought, at the data subject's option, before the competent regional court where the data subject is living or residing.