

**DEKRA Technology & Services Ltd.** (registered office: 1112 Budapest, Boldizsár utca 2., Hungary, company registration number: 01-09-414344, e-mail: [recruiting.hu@dekra.com](mailto:recruiting.hu@dekra.com), contact details of the Data Protection Officer: [dpo@arbconsultung.hu](mailto:dpo@arbconsultung.hu), hereinafter referred to as the "Data Controller") provides the following information on the processing of personal data concerning job applicants, the exercise of the rights of the data subjects and the remedies available to them with regard to the provisions of the General Data Protection Regulation (hereinafter referred to as the "GDPR").

## **1. Rights of Data Subjects**

Job applicants, as data subjects, may exercise their rights under the GDPR at any time by submitting a request via one of the contact details of the Data Controller.

### *Right of Access*

The data subject has the right to request confirmation at any time that the Data Controller is processing his or her personal data. At any time, the data subject has the right and the opportunity to access what data the Data Controller processes about him or her and under what circumstances and may also request a copy of his or her personal data. The request for a copy is free of charge.

### *Right to Rectification*

The data subject may request from the Data Controller the correction of inaccurate personal data relating to him or her or the completion of incomplete personal data. As long as the data cannot be corrected or supplemented in the absence of additional information, the Data Controller will restrict the processing of the personal data concerned and temporarily suspend the operations carried out on them, with the exception of storage.

### *Right to Erasure*

The data subject may request the deletion of personal data concerning him or her if the Data Controller no longer needs them or if the data subject has concerns about the lawfulness of the processing of his or her data. If there is an obligation to delete the personal data, the Data Controller will cease to process the data and will delete or anonymise them.

### *Right to Restriction of Processing*

The data subject may request the restriction of the processing of personal data relating to him or her if he or she has concerns about the lawfulness of the processing and requests the blocking of the data instead of erasure, or if the Data Controller no longer needs the data but the data subject requires them for the establishment, exercise or defence of legal claims. During the restriction period, the Data Controller will not perform any operations on the personal data, except storage. Processing may only take place in exceptional cases, as defined in the GDPR, of which the Data Controller will inform the data subject of in advance.

### *Right to Object*

The data subject may object to the processing of his or her personal data based on the legitimate interests of the Data Controller. Unless there are compelling reasons (such as where the interests or rights of the Data Controller prevail or where the use of the data is necessary for the establishment, exercise or defence of legal claims) to continue processing, the Controller shall cease processing.

## **2. Remedy**

In case the Data Controller has processed the personal data of data subjects in a way that is incompatible with the applicable legislation, or where it has not complied with a request to exercise the right or has done so in an inadequate manner, the data subject has the right to lodge a complaint with the Hungarian National Authority for Data Protection and Freedom of Information (registered office: 1055 Budapest, Falk Miksa utca 9-11., Hungary, postal address: 1363 Budapest, Pf.: 9., Hungary, e-mail: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu), telephone: +36 30 683-5969, +36 30 549-6838, +36 1 391-1400, telefax: +36 1 391-1410).

## **3. Data Processings**

### *Data processing in relation to job applications*

Potential future employees may apply for positions advertised by the Data Controller through several channels, including job portals ([www.profession.hu](http://www.profession.hu), [www.nofluffjobs.com](http://www.nofluffjobs.com), [www.nofluffjobs.hu](http://www.nofluffjobs.hu), [www.itpeople.hu](http://www.itpeople.hu), [www.zytern.com](http://www.zytern.com)), headhunters, personal recommendations, social networking sites ([www.linkedin.com](http://www.linkedin.com)) and directly through the Data Controller's careers page. The legal basis for the processing of the personal data thus provided will be the legitimate interest of the Data Controller in the selection of suitable employees [Article 6(1)(f) of the GDPR]. The Data Controller will process the personal data until the end of the job applications at the latest.

### *Data processing in relation to job interviews*

During the selection process of the right candidate, the Data Controller will invite candidates for a personal or online interview and will also process any additional personal data provided to it during the interview. The legal basis for the processing of personal data in this case will also be the legitimate interest of the Data Controller in the selection of the suitable employee [Article 6(1)(f) of the GDPR]. The Data Controller will process the personal data until the end of the job applications at the latest.

### *Retention of data relating to job applications*

Finding the right people for the right job is a priority for the Data Controller. To this end, data subjects may authorise the Controller to retain their personal data for the purposes

of a possible future job application. This will only be done on the basis of the data subject's voluntary consent [Article 6(1)(a) of the GDPR] for a maximum period of one year. The data subject may freely withdraw his or her consent at any time and may extend it before the end of the retention period.

### **3. Recipients**

#### *Data processors*

The Data Controller uses Microsoft Corporation (One Microsoft Way, Redmond WA, USA 98052) as the provider of the email messaging system (Office 365) and DEKRA SE-t (Handwerkstr. 15, 70565 Stuttgart, Germany) as the provider of the HR administrative system, SuccesFactor).

#### *Third country data transfer*

Personal data may be transferred by Microsoft Ireland Ltd., the provider of the Office 365 mail system, as data processor, to the United States or any other country where Microsoft Corporation, its affiliates or other data processors operate. Transfers will be made by Microsoft Ireland Ltd. in accordance with Chapter V of the GDPR, using model contracts adopted by the European Commission, with additional technical and organisational measures. Microsoft Corporation provides detailed information on the data transfers and the technical and organisational measures applied in the document "[Data Protection Addendum](#)".