



Job Applicant Privacy Notice (compliant with GDPR)

As part of any recruitment process, Vertis Environmental Finance Ltd. (hereinafter also referred to as: organisation) collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations in accordance with the provisions of the Regulation (EU) 2016/679 of the European Parliament and of the Council (hereinafter: GDPR).

Who is the GDPR data controller?

- name: Vertis Environmental Finance Ltd
- seat: 1124 Budapest, Csörsz utca 45., Hungary
- company registration number: 01-10-045456
- telephone number: +361 488 8410
- e-mail address: trading@vertis.com

What information do we collect?

Vertis Environmental Finance collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number; details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- your CV used for application.

Vertis Environmental Finance may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties. We will obtain information only from the following third parties:

- HR companies you sent your CV to – in this case the source of the personal data is the HR company, or
- the former employers you indicated to obtain references – in this case the source of the personal data is your former employer.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Vertis Environmental Finance for the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

Why and on what basis does Vertis Environmental Finance process personal data?

- As a job applicant and potential future colleague of the Vertis Environmental Finance we need to process data to take steps at your request prior to entering into a labor contract with you. We also need to process your data to enter into a contract with you. We process such information to carry out our obligations and exercise specific rights in relation to your potential employment. **Please note that upon the application you give your explicit consent to the organisation for the data processing of any and**

all the personal data the organisation will process relating to you with the criteria set forth herein. Please note that you have the right to withdraw the consent at any time, without affecting the lawfulness of processing based on consent before the withdrawal. The basis for the processing in this case is section 1 (a) of Article 6 of the GDPR.

- In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the country our selected office is located in before employment starts. The basis for the processing in this case is section 1 (c) of Article 6 of the GDPR.

Who has access to data?

Your information may be shared internally solely for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then might share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

How does Vertis Environmental Finance protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. We apply every reasonable security (both IT and physical security) and organisational-operational measures in order to ensure the security of your data.

For how long does Vertis Environmental Finance keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 12 (twelve) months after the end of the relevant recruitment process. This will allow consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. From the moment of the conclusion of your labor contract the legal title of the processing shall change and this Job Applicant Privacy Notice shall no longer apply for the processing of your personal data. In this case you will be provided with the applicable new data processing notice by the organisation.

Your rights

As a data subject, you have a number of rights:

- **Right of access** you have the right to obtain from the organisation confirmation as to whether or not personal data concerning you is being processed, and where that is the case, access to the personal data and the information relating to the processing (as determined herein);
- **Rectification and erasure** you have the right to require the organisation to change incorrect, inaccurate or incomplete data and require the organisation to delete or stop processing your data as determined in Article 17 of the GDPR (for example where the data is no longer necessary for the purposes of processing, or if the data have been unlawfully processed);
- **Right to restriction of processing** you have the right to obtain from the organisation restriction of processing where the following applies:
 - you contest the accuracy of the personal data: for a period enabling the organisation to verify the accuracy of the data,
 - processing is unlawful and you oppose the erasure but request the restriction of their use,
 - the organisation no longer needs the data for the purposes of the processing, but they are required by you for the establishment, exercise or defence of legal claims;
- **Right to object** you have the right to object to the processing of your data where Vertis Environmental Finance is relying on its legitimate interests as the legal ground for processing;
- **Right to data portability** you have the right to receive the personal data concerning you in a structured, commonly used and machine-readable format and have the right to transmit those data to another

controller without hindrance from the organisation concerning data processed on the basis of your consent;

- Right to remedy you have right to seek remedy concerning the data processing as indicated below under the Remedy section.

If you would like to exercise any of these rights, or if you believe that the organisation has not complied with your data protection rights please contact Arpad Varga at arpad.varga@vertis.com or send a letter to the seat of the organisation.

Remedy

- Data protection authority you may contact and file a complaint to the competent Hungarian National Authority for Data Protection and Freedom of Information supervisory authority (post: 1530 Budapest, Pf.: 5., address: 1125 Budapest, Szilágyi Erzsébet fasor 22/c, telephone: +36 (1) 391-1400, fax: +36 (1) 391-1410, e-mail: ugyfelszolgalat@naih.hu, www.naih.hu) with regards to the data processing;
- Judicial process you may go to court with regards to the data processing. You have the right to initiate the judicial process at the competent Hungarian regional court of your address, or place of residence.