



## **GDPR - CareerEsti HR & Recruitment Services Limited Privacy Notice**

CareerEsti HR & Recruitment Services Limited takes precautions for the security and privacy of your personal data.

This notice explains what personal data we collect from you as well as how and why we use it. Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

In the context of General Data Protection Regulation, the Data Controller is:

**CareerEsti HR & Recruitment Services Limited (RN: HE 403313, LN: 370)**

For any inquiries or complains regarding the security and privacy of your data, please contact **Stella Theodoulou** at [stella@careeresti.com](mailto:stella@careeresti.com)

### **Personal data we collect:**

CareerEsti HR & Recruitment Services Limited collects Personal Data directly from you as well as from other available sources to the extent relevant and permitted by the applicable local law. CareerEsti HR & Recruitment Services Limited endeavours to collect Personal Data that are necessary for the purpose for which they are collected.

Subject to the applicable local law and practice, the categories of Personal Data that are typically collected and processed in the recruitment context are: name, surname, title, personal photo, position, hyperlinks to social networks, address, e-mail address, Skype username, phone number, educational background, CV, language proficiency, employment contract information, previous employment information including salary and benefits, nationality, immigration status, information regarding positions in organizations you already applied for.



**Why do we collect your personal data:**

CareerEsti HR & Recruitment Services Limited will collect, use, store and otherwise process your Personal Data for the purposes of recruitment or resourcing activities.

In addition, your data may be processed for any other purpose you have consented to, or in cases where another legal basis applies or where we are legally allowed to do so.

Your profile will be maintained to our system as long as you wish to keep it active for you to be able to apply or get informed for any relevant available positions, from time to time.

**CareerEsti HR & Recruitment Services Limited will process your personal data for the following purposes:**

1. To communicate with you, in context of recruitment activities, such as:
  - To obtain additional information where necessary
  - To inform you of available vacancies
  - To provide you with information relating to your application and to fulfil your requests
  
2. To manage the recruitment and resourcing activities, including activities related to organizational planning:
  - To arrange interviews and assessments
  - To conduct background checks and assessments as required and as permitted by the Cyprus law
  - To contact third party references provided by you to evaluate previous performances
  - As otherwise necessary in context of recruitment activities

**Who has access to your data:**

Your personal data is only accessed by professional consultants involved in the recruitment activities

We will not disclose your Personal Data except if you have given us your consent to do so.

In such cases, we will ensure that there is a genuine need to transfer your personal data and that measures are in place to safeguard the processing of your personal data through the recruitment process.

**Keeping your personal information secure:**

We have taken measures in order to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

**How to complain**

We hope that CareerEsti HR & Recruitment Services Limited will meet your expectations at all times, but if you need to discuss any query or concern please feel free to contact us at [stella@careeresti.com](mailto:stella@careeresti.com)