

# PRIVACY INFORMATION IN RELATION TO A JOB APPLICANT

ARAGO Green Tech Ltd. would like to inform you about the followings regarding personal data processed in connection with job applications.

ARAGO Green Tech Ltd. (registered office: 3791 Sajókeresztúr, 03/20.hrsz., tax number: 25587049-2-05; company registration number: 05-09-029723) processes your personal data on the basis of the information contained in this privacy information.

## 1. Data controller and persons authorised to process data, Data Protection Officer

Data Controller: ARAGO Green Tech Kft.

Contact and data of ARAGO Green Tech Kft:

- name: Human Resources Department
- e-mail address: [allas@aragogreen.hu](mailto:allas@aragogreen.hu)

## 2. Personal data processed in connection with job application

### 2.1. Legal grounds and purposes of processing

In case you send ARAGO Green Tech Ltd. your CV and other documents containing your personal data, you voluntarily and expressly consent to the processing of the documents, your name and e-mail address by ARAGO Green Tech Ltd. for the purpose of assessing the vacancy.

### 2.2. Scope of data processed and duration of data processing

CVs and other related documentation typically contain the following data: name, address, telephone number, e-mail address, education, previous jobs, qualifications, skills, references, jobs applied for, salary requirements.

Your consent is valid from the time you send your application until the end of the application process which lasts until the end of the trial period for a given position, but until no longer than a maximum of 6 months. You may withdraw your consent at any time by contacting our data controller. The data will be deleted after the 6-months period or if your consent is withdrawn. Please be informed that the withdrawal of consent does not affect the lawfulness of the processing of data for the period prior to the withdrawal.

### 2.3. Recipients of personal data

The personal data recorded may only be known by the persons involved in the assessment of the position at the company. The data will be stored on the computers of colleagues at Human Resources department and on paper in a locked cabinet in the Human Resources department's office, CVs and other documents will be sent electronically to [allas@aragogreen.hu](mailto:allas@aragogreen.hu) and hard copies will be delivered to one of our offices at 3526 Miskolc, Arany János tér 1. or 3527 Miskolc, Sajószigeti utca 2/A.

### 3. Personal data processed in connection with an unsuccessful job application

#### 3.1. Legal grounds and purposes of data processing

You have sent ARAGO Green Tech Ltd. your CV and other documents containing your personal data, and you voluntarily and explicitly consent to the processing of these documents, your name and e-mail address, in order to be able to use them for the purposes of assessing a possible future vacancy.

#### 3.2. Scope of data processed and duration of processing

CVs and other related documentation typically contain the following data: name, address, telephone number, e-mail address, education, previous jobs, qualifications, skills, references, job applied for, salary requirements.

The data will be processed by ARAGO Green Tech Ltd. counting from the time you send your application until the end of the application process which lasts until the end of the trial period for a given position, but until no longer than a maximum of 6 months, although you may withdraw your consent at any time before the end of this period by contacting our data controller. Please be informed that the withdrawal of consent does not affect the lawfulness of the processing of personal data for the period prior to the withdrawal.

The data will be processed for 6 months or until your consent is withdrawn, after which it will be deleted.

#### 3.3. Recipients of personal data

The personal data recorded may only be known by the persons involved in the assessment of the position at the company. The data will be stored on the computers of colleagues at Human Resources department and on paper in a locked cabinet in the Human Resources department's office, CVs and other documents will be sent electronically to [allas@aragogreen.hu](mailto:allas@aragogreen.hu) and hard copies will be delivered to one of our offices at 3526 Miskolc, Arany János tér 1. or 3527 Miskolc, Sajószigeti utca 2/A.

### 4. Processing of personal data of persons under the age of 16

The personal data of a person under the age of 16 may only be processed with the consent of the person who has parental authority over him or her. The Controller is not in a position to verify the eligibility of the person giving consent or the content of his or her declaration, so the user or the person having parental authority over him or her guarantees that the consent is in accordance with the law. In the absence of a consent form, the Controller will not collect personal data relating to a data subject under the age of 16. If we become aware that we have collected personal data from a child under the age of 16, we will take the necessary steps to delete the data as soon as possible.

### 5. Your rights

- 5.1.** You have the right to request information from ARAGO Green Tech Ltd. at any time about the personal data we process about you, the purpose, legal basis and duration of the processing, as well as about who is receiving or has received your data and for what purpose. (for each processing)

- 5.2.** You have the right at any time to request ARAGO Green Tech Ltd. to correct inaccurate personal data or to complete incomplete personal data. (for each processing)
- 5.3.** You have the right to request at any time that we provide you or another data controller with your personal data in a commonly used format, which we hold in electronic form. (for each processing)
- 5.4.** You have the right to request ARAGO Green Tech Ltd. to restrict the processing of your personal data at any time. In case of restriction of processing, ARAGO Green Tech Ltd. may process personal data, except for storage, only with your consent or for the establishment, exercise or defence of legal claims or to protect the rights of another person. You may request the restriction of the processing of personal data if
- You debate the accuracy of the personal data,
  - the processing is unlawful or you object to the erasure of your personal data,
  - ARAGO Green Tech Ltd. does not need the personal data for the purposes of the processing, but you request the restriction of the personal data for the establishment, exercise or defence of legal claims.
  - ARAGO Green Tech Ltd. informs you of the unfreezing of the processing prior to the unfreezing (for each processing)
- 5.5.** You have the right to request ARAGO Green Tech Ltd. to delete your personal data at any time. ARAGO Green Tech Ltd. will delete your personal data if
- ARAGO Green Tech Ltd. no longer needs the personal data for the purposes for which it was collected or processed,
  - You object to the processing on grounds relating to your particular situation and there are no overriding legitimate grounds for the processing,
  - your personal data have been unlawfully processed; or
  - ARAGO Green Tech Ltd. is obliged to delete the personal data in order to comply with a legal obligation.

ARAGO Green Tech Ltd. will investigate and decide on the merits of any request for data processing within a maximum of 30 days from the date of its submission and inform the applicant in writing of its decision. (for each processing)

## 6. Complaints handling

- 6.1.** If you believe that your personal data has not been processed by ARAGO Green Tech Ltd. in accordance with the provisions of this information or that you have not been able to exercise your rights fully, please contact us at any of the contact details of our Data Protection Officer above.
- 6.2.** In the event of a breach of your rights in relation to your personal data, you can submit a complaint with the authority using the contact details below:

Authority: National Authority for Data Protection and Freedom of Information

Address for correspondence: 1374 Budapest, PO Box 603.

Address: 1353 Budapest, 1055 Budapest, Falk Miksa utca 9-11.

Phone: +36 (1) 391-1400

Fax: +36 (1) 391-1410

E-mail address: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)

- 6.3.** In the event of a breach in the processing of your personal data, you may also take legal action on court.