

TELELINK'S PRIVACY NOTICE FOR JOB CANDIDATES

We are pleased that you chose to apply for a position in TELELINK.

In order to fulfill our obligations under the General Data Protection Regulation (Regulation 2016/679 of the European Parliament and of the Council, GDPR), with this Privacy Notice TELELINK ("TELELINK", "We", "The Company") aims to provide you with information regarding your Personal Data that will be collected and processed during the recruitment process.

TELELINK is a data controller for the Personal Data you provide during the recruitment process and as such we aim to help you understand how, why and for what purposes we use your information.

The information, specified herein below is not exhaustive and may vary depending on the position you are applying for.

Personal Data

„**Personal Data**“ means any information which could be used to identify you directly or indirectly.

„**Sensitive Personal Data**“ is any information which could reveal racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, or genetic data, biometric data, used for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

During the recruitment process and for the preparation of a subsequent job offers the Personal Data that could be collected and processed could be as follows:

Personal Data categories	Type	Legal basis
Information about you	Name, middle name, surname, date of birth	Consent, demonstrated by submitting your application for the open position
Contact information	Email, address, phone number	
Education, Training and language skills	Education and / or qualification degree, trainings and acquired certificates, foreign language skills	
Professional experience	Professional experience and skills	
Other information provided by you in your application	Recommendations from previous employers, portfolio, profiles on social media, and other voluntarily submitted information, contacts and materials, supporting the application	

By presenting recommendations from your previous employers and of third parties' contacts you have the responsibility to inform them for the purposes for which their Personal Data would be used, to whom they could be provided, as well as to obtain their consent.

During the initial stages of the recruitment process, the preparation and submission of job offers TELELINK does not require or process candidates' sensitive Personal Data. Please do not include sensitive personal information in your application. If you provide us with such, you agree that we may



use this information in accordance with applicable law and regulations and in line with this Privacy Notice.

Purpose

The information which you provide us will be used for the proper selection of candidates for the position announced and for the preparation of subsequent job offer in case your application is approved.

Information provided with your job application for any position will only be processed for this particular position and based on your consent demonstrated by submitting your application.

In case you provide additional consent, your application could be stored for a period of 1 year and reviewed for future open positions announced by TELELINK.

Sharing your Personal Data

TELELINK respects and protects your privacy and your personal information. Access to your Personal Data is limited by need to TELELINK's employees who has a need-to-know to perform their functions and carry out the selection process.

In some cases during recruitment process TELELINK could use recruitment consultants with experience in human resources management in order to facilitate and broaden the selection of candidates. In these cases, there is a possibility that the service provider could have access to your Personal Data, this would be done in strict confidentiality, signed data protection agreement between the parties and applied appropriate security measures.

Retention Period

Your application and the information it contains are provided and will be used for the recruitment process for the particular position and for eventual preparation of a job offer, and it will be erased after the end of the recruitment process.

Applications of candidates and made job offers for which there is an additional obtained consent will be processed for future open positions in TELELINK for a period of 1 year following the application year or until the withdrawal of the consent for processing if it is withdrawn before the one year period.

Data subjects' rights

GDPR gives you certain rights regarding your Personal Data processed by TELELINK:

Access to Personal Data: You are entitled to ask us to confirm whether or not we are using your Personal Data and to get a copy of it.

Withdrawing consent: You have the right to withdraw your consent for processing your Personal Data at any given time. If you withdraw your consent, TELELINK may not be able to consider your application for the position or to offer you to participate in future recruitment process for open position, for which you could have the necessary skills and experience.

Correcting / Erasing Personal Data: You are entitled to ask TELELINK to correct any information about you which you consider as incorrect or incomplete. This could only be done after we have reasonable proof of its inaccuracy or incompleteness. You can ask us to erase your data when certain conditions are met. For instance, when the purpose for which the data is collected is fulfilled or you

have withdrawn your consent if the processing is based on consent and there is no other legal basis for the processing, or your data is being processed unlawfully, or we have been legally obliged to erase it.

Restricting our use of Personal Data: You have the right to ask us to restrict our use of your personal information in certain circumstances.

Objecting to use of personal information: You are entitled to object to any use of your personal information which we have justified on the basis of our legitimate interest, if you believe your fundamental rights and freedoms to data protection outweigh our legitimate interest in using the information. If you raise an objection, we may continue to use the personal information if we can demonstrate that we have compelling legitimate interests to use the information.

Right to Data portability: You are entitled to ask us to provide your personal information to you in a structured, commonly used, machine-readable format, or you can ask to have it transferred directly to another data controller (e.g. another company).

More information on the terms and conditions under which you could exercise your rights can be found on our website.

You also have the right to submit a complaint to the Personal Data Protection Commission at: kzld@cpdp.bg when certain conditions are present.

How to contact us?

You could always contact us at the following [link](#).