



Privacy Notice for Deloitte candidates

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Introduction

Thank you for your interest in exploring career opportunities with Deloitte. Before continuing, please take a few minutes to read and understand our Privacy Notice. This Privacy Notice explains what personal information we may gather about you as part of our recruitment activities and how this information may be used and shared. This Privacy Notice also sets out your rights in relation to your personal information and who you can contact for additional questions or queries.

This Privacy Notice applies to "Deloitte Alexander Competence Center Single-Member Societe Anonyme of Business Consultants" with the distinctive title "DACC SA" (hereinafter the "Firm"), which, in compliance with applicable national and European legislation on data protection, hereby informs you, in its capacity as a data controller, for the collection, processing and storage of your personal data.

This Privacy Notice is intended to adequately inform our employee candidates. Please, read the following information carefully and let us know if you have any questions by contacting the Firm's DPO at DataPrivacyOfficer@deloitte.gr.

The Privacy Notices are available in hardcopy at the office of the Firm's DPO.

Useful Definitions

'Personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

'Processing' means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

'Controller' means the natural or legal person, public authority, agency or other body which alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law;

'Processor' means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller;

'Third party' means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorized to process personal data;

Purposes regarding the processing of your personal data:

The Firm respects and protects the personal data of its employees. As your employer, the Firm needs to process personal data for the purposes described below.

1. Purposes directly related and necessary to recruitment process.

We will use the personal information that we collect or obtain about you in order to:

- manage your application for employment
- contact you during your candidacy, send you announcements, or request additional information as required
- assess your suitability for other current and future roles at Deloitte
- build a relationship with you and learn more about your career interests
- create a candidate profile for you in our Recruitment System

2. Exercise and support of legal claims and defense of rights.

The Firm processes your data when this is necessary for the establishment, exercise and support of legal claims or the defence of its rights before Courts, administrative or judicial Authorities or in the context of an extrajudicial procedure.

3. Use of personal information upon hiring

Should you be hired by a Deloitte Entity, your personal information may be used in connection with the employer-employee relationship as permitted by applicable laws.

Categories of personal data that we process:

The personal data that we process are collected from you and may be categorized as follows:

- a) Basic identification information (such as full name, date of birth, gender, marital status, home address, nationality, telephone number, cell phone number, email address) for the purposes **directly related and necessary to recruitment procedure, to the Firm's legal obligations and for the exercise and support of legal claims and defense of the rights of the Firm and/or the candidate;**
- b) Information relating to your education, qualifications, certifications relating to your employment, as well as your employment performance (such as curriculum vitae details, letters of recommendation, job description, qualifications and areas of expertise, photograph, work history, other performance measures and, where appropriate, training records, records of technical skills tests, participation in professional or academic organisations, seminar's attendance lists, learning history and certificates of completion of e-learning courses) for the purposes **directly related and necessary to recruitment procedure and for the exercise and support of legal claims and defence of the rights of the Firm and/or the employee candidate.**

Legal bases for the processing:

Processing of your personal data is based on the following legal bases:

- a) Processing for **recruitment** is necessary in order to take steps at the request of the data subject prior to entering into a contract (art. 6 par.1b GDPR);
- b) Processing relating to **the exercise and support of legal claims** is necessary for the purposes of the legitimate interests pursued by the Firm or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data (article 6 par. 1f GDPR).

Referred Candidate

If you are providing personal information about an individual other than yourself (such as a referred candidate), you must obtain the consent of the individual before submitting any of their personal information.

Who we disclose your information to?

When it is necessary to perform one or more of the purposes outlined above by the use of appropriate partners, we may disclose your personal data to:

- other members of the Deloitte Network;
- entities that provide services to us and/or the Deloitte Network;
- competent authorities (including courts, tax authorities, social security authorities and regulatory authorities overseeing the Firm and/or the Deloitte Network);
- other entities within the Deloitte Network and other third parties, as part of a corporate transaction such as a sale, divestiture, reorganization, merger or acquisition, and only provided that the law permits such disclosure.

Please note that some of the recipients of your personal data mentioned above may be based in countries outside the European Economic Area. In such cases, we will ensure there are adequate safeguards in place, as provided for in Chapter V of GDPR, to protect your personal data.

In all cases, we may be requested to disclose your personal data if required to do so by law, a regulator or during legal proceedings.

If you are employed by the Firm, the information collected will be a part of your employment record.

Protection of your personal information:

We have in place reasonable commercial standards of technology and operational security to protect all personal information provided by individuals from loss, misuse and unauthorized access, disclosure, alteration or destruction. Only authorized personnel, who have been made appropriately aware of our privacy obligations, are provided access to personal information.

How long we keep your information for?

Your CV will be stored for one (1) year after the career opportunity you applied for is closed. After elapsing this time period, Deloitte will proceed to the permanent erasure of your personal data, without keeping any copy.

The above mentioned data retention period may, however, be affected by other legal requirements which may extend minimum data retention requirements. Additionally, one general consideration when determining data retention periods (including archiving periods) is the possibility that this data may be needed to pursue or defend legal claims.

Your rights:

According to articles 12-22 of the General Data Protection Regulation (GDPR), you have the following rights:

- a) Right to obtain from the Firm **transparent information as to whether or not personal data concerning you are being processed**, and, where that is the case, access to the personal data and the following information: The purposes of the processing, the categories of personal data concerned, the recipients to whom the personal data have been or will be disclosed, the envisaged period for which the personal data will be stored, the existence of the right to request from the Firm rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to

such processing, the right to lodge a complaint with a supervisory authority. Where the personal data are not collected from the data subject, any available information as to their source.

- b) You have the right to obtain from the Firm without undue delay the **rectification of inaccurate personal data** concerning you. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.
- c) You have the right to obtain from the Firm the **erasure of personal data** concerning you without undue delay and the Firm shall have the obligation to erase personal data without undue delay, where the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed, when you withdraw your consent on which the processing is based and where there is no other legal ground for the processing, when you object to the processing and there are no overriding legitimate grounds for the processing, when your personal data have been unlawfully processed, when the personal data have to be erased for compliance with a legal obligation to which the Firm is subject.
- d) You have the right to obtain **restriction of processing** of your personal data when: a) the accuracy of your personal data is contested and until the accuracy of the data is verified; b) the processing is unlawful and you oppose to the erasure of your personal data and request the restriction of their use instead; c) your personal data is no longer needed for the purposes of the processing, but they are required for the establishment, exercise or defense of legal claims; and d) you have objected to the processing pending the verification whether there are legitimate grounds concerning the Firm and override those for which you oppose to the processing.
- e) You have the right to **receive without any cost accrued your personal data in a structured, commonly used and machine-readable format**, as well as the right to transmit those data to another controller, provided that it is technically feasible. This right concerns the data that you have provided to the Firm and their processing is carried out by automated means based on your consent or in performance/execution of a relative contract.
- f) You have the **right to object**, on grounds relating to your particular situation, at any time to processing of personal data concerning you, in cases when processing is necessary for the performance of a task carried out in the public interest; or processing is necessary for the purposes of the legitimate interests pursued by the Firm or by a third party, including profiling based on those provisions. The Firm shall no longer process the personal data unless the Firm demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defense of legal claims.
- g) You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you.

The Firm would like to inform you that, even though we are committed to respecting your rights, we might sometimes not be able to satisfy your requests, especially when it comes to the rights of erasure or restriction of data processing. We might have to continue the processing of your data if we are obliged to do so by law, or to comply with court decisions or other requests by competent authorities or we have overriding interests to do so, for example to defend our legal rights before the competent authorities.

To exercise any of your rights or make a complaint to us relating to your privacy or if you have any other questions about our use of your personal data, please send an email to the Firm's DPO to the following email address DataPrivacyOfficer@deloitte.gr. We will make every possible effort to respond as soon as possible and in any case within the 30 day time limit or as set out in law.

You always have the right to file a complaint before the competent supervisory authority, which in Greece is the Hellenic Data Protection Authority (HDP), by following the instructions found on the HDP's [website](#).

However, should you have a complaint or question, it is advisable to contact the Firm first, in order to try and solve the matter amicably.