

Confidentiality Notice - Job Applicant

EntoSynergy Ltd (“EntoSynergy”, “we”, the “Company”) hereby presents information about your personal data that may be processed during the selection of job applicants organized by EntoSynergy for the needs of EntoSynergy Ltd.

This notice is intended to help you understand why and how we can use your information. The lists and examples below are illustrative, non-exhaustive and not entirely representative of each applicant within EntoSynergy.

Which of your personal data do we process?

“Personal data” means any information about you that may identify you, including information that may be protected in accordance with the applicable national and European law.

The personal data processed during the selection of job applicants is, as follows:

Personal data categories	Types	Reason for processing
Information about you	Name, surname, family name, date of birth	Consent expressed on your part by sending the application for the particular position as well as mark on the “I give my consent” button
Contacts	E-mail, address and telephone	
Education	Educational and/or qualification degree	
Professional experience	Acquired professional experience, length of service and skills	
Other data and information submitted by you upon sending your application	References from former employers, portfolio, profile in social networks, as well as other contacts and materials in support of your application voluntarily sent by you	

For what purposes will we use your data?

The data submitted with the application for a particular position will be processed for the respective position as well as for all other open positions in EntoSynergy for 6 months period, based on your consent demonstrated through submission of the application and marking the “I give my consent” button.

You can withdraw your consent to participate in the recruitment process in EntoSynergy in a written form at any time by sending an email to info@entosyn.com, and you will receive confirmation for the withdrawal.

The personal data submitted by you will be used for the following purposes:

- Performance of applicant selection:

Information about you – to recognize you among the other applicants who have also applied for the respective position;

Contacts – contact with you, sending tools for assessment, instructions, feedback, etc., as required for the purposes of selection and the selection process;

Education and Professional experience are requisites, with which you affirm that your application is in compliance with the requirements of the position.

- The conclusion of an employment agreement, if your application is approved.

The selection process for the needs of EntoSynergy Ltd. includes tests, cases, live or online meetings and other tools for assessment, depending on the specifics of the profile that we are looking for.

With whom can we share your personal data?

EntoSynergy respects and keeps the confidentiality of your personal data. In compliance with the statutory requirements it is possible for EntoSynergy to disclose your personal data to the following entities:

- Service providers: When we use service providers related to the management of human resources, maintenance of internal IT systems and operative support of our business, it is possible for EntoSynergy to disclose personal data. Such disclosure of data will be performed only in the presence of a well-founded reason and based on a written arrangement for the recipients to ensure an adequate level of protection.

For what period of time will we store your personal data?

- Applications submitted in the recruitment process will be destroyed after 6 months.
- The applications of the candidates who succeeded and with whom EntoSynergy will sign a contract will be kept in the personal employee file for the purpose of employment relationship and under conditions, additionally set by EntoSynergy.

Your rights with regard to your personal data:

In compliance with Bulgarian law, you have the following rights with regard to your personal data that is processed by the EntoSynergy during selection of job applicants:

1. to gain access to the personal data sent by you, which the EntoSynergy is processing, and to obtain a copy thereof;
2. in case of incompleteness or inaccuracy of the data, which the EntoSynergy is processing, to have your personal data corrected;
3. to request that your personal data be deleted, if the respective conditions for that are present. Such cases are, as follows: if the goal, for which the data has been collected, is

- achieved; you have withdrawn your consent, if the processing is based on consent and there is no other legal grounds for processing; your data is processed illegally; etc.;
4. in the specific cases stipulated by law, to request that the processing of your personal data be restricted, as well as make an objection against the processing of your personal data;
 5. in the cases stipulated by law, to object to the processing of your personal data;
 6. to exercise your right of transferability of the data and to request that your data be provided in a structured, general use and machine readable format;
 7. to withdraw your consent, if the processing of your personal data is based on consent. In the course of the selection process for the needs of EntoSynergy Ltd a specific tools are used for assessment of the applicants (tests, cases, remote projects, etc.). The assessment tools are standardized and validated for use by EntoSynergy Ltd, and are not applicable outside EntoSynergy. The assessment tools (tests, cases, remote projects, etc.) are property of EntoSynergy Ltd, the results of them are often paid for by us to third parties or subject to informed interpretation by trained specialists. Considering that the selection process is entirely free of charge for the applicants and in order to avoid the incorrect and subjective interpretation of the data, the information you receive during the selection process is whether you have achieved the levels that we are looking for, or not.

Detailed information about the terms and conditions relating to the exercise of your rights can be found in the EntoSynergy Policy on exercising rights of personal data subjects, located on our website <https://entosyn.com>.

You are also entitled to submit a complaint to the Commission for Personal Data Protection, if the respective prerequisites are present.

How to contact us?

At the following address: Bulgaria, town: Balgarovo ZIP: 8110, 117 Obhodna str.,

Or by e-mail to the personal data protection officer: info@entosyn.com