

### No. 3

#### PRIVACY NOTICE AND PROCESS DESCRIPTION FOR APPLICANTS APPLYING FOR EMPLOYMENT WITH THE COMPANY

**P. DUSSMANN Kft.** (hereinafter referred to as the “Company”), in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter referred to as the “GDPR”), hereby informs you, by means of this notice and process description, of all facts relating to the processing of your personal data. By participating in the process, you, as the data subject, become a data subject in accordance with this process description.

#### THE CONTROLLER’S EXACT NAME AND CONTACT INFORMATION:

<b>The Controller’s name:</b>	<b>P. DUSSMANN Szolgáltató Korlátolt Felelősségű Társaság</b>
<b>The Controller’s abbreviated name:</b>	<b>P. DUSSMANN Kft.</b>
<b>The Controller’s company registration number:</b>	<b>01-09-078410</b>
<b>The Controller’s tax number:</b>	<b>10591345-2-44</b>
<b>The Controller’s registered seat:</b>	<b>H-1134 Budapest, Váci út 35. 6. emelet</b>
<b>The Controller’s electronic contact information:</b>	<b><a href="mailto:dusmann@dusmann.hu">dusmann@dusmann.hu</a></b>
<b>The Controller is represented by:</b>	<b>CSÁKÓ Torsten, managing director</b>
<b>The Controller’s Data Protection Officer:</b>	<b>L-Tender Adatvédelmi és Információbiztonsági Szolgáltatások Zrt.</b>

**Contact information of the Controller’s Data Protection Officer:** [office@ltender.hu](mailto:office@ltender.hu)

#### DESCRIPTION OF THE PROCESS OF DATA PROCESSING:

Interested applicants can apply for jobs advertised on job portals and by sending their CVs to the contact information specified in the job advertisement. Personal interviews shall be conducted by phone on the basis of CVs/applications. The selection of the suitable employee is the responsibility of the senior executive officer or, in the case of the services sectors, the sector director on the basis of a proposal from the line manager and/or the area manager.

You can also apply to the **Company** for a vacancy that has not been advertised.

Applications can be sent to the following email address: [dusmann@dusmann.hu](mailto:dusmann@dusmann.hu)

In the case of applications for unadvertised vacancies, the processing of the applicant’s data is the same as for applications for advertised vacancies.

As a general rule, the **Company stores** the CVs received for future use and deletes the applications received after **365 days** from the date of receipt of the application. After this time, the data are presumably no longer relevant for job search and job opportunities.

If you do not want your CV/application to be stored, you can notify us of your request at any time by sending an email to the [adatvedelem@dusmann.hu](mailto:adatvedelem@dusmann.hu) email address. In this case, **our Company** shall ensure that the data you provided when applying for the job is deleted.

#### PURPOSE OF THE DATA PROCESSING:

To fill vacancies with a view to selecting a suitable prospective employee for future employment.

#### LEGAL BASIS OF DATA PROCESSING:

The legal basis for the processing is **Article 6(1)(a) of the GDPR**, according to which the data subject has given their consent to the processing of their personal data for one or more specific purposes.

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### **SCOPE OF DATA PROCESSED:**

The data provided by the data subject when applying for the job: natural person identification data (the following data together: name, name at birth, date and place of birth, mother's name at birth); address, place of residence, other contact details (phone number, email address, fax, etc. ), CV, cover letter data (previous and current job details, educational attainment, language skills, any other information provided by the applicant in the CV, cover letter), results of the selection methods used during the recruitment procedure (oral/phone interview).

### **IN THE COURSE OF PROCESSING, THE DATA SHALL BE TRANSFERRED TO THE FOLLOWING THIRD PARTIES, ON THE BASIS OF THE LEGAL BASIS INDICATED:**

The *Company* shall not transfer the data to third parties, but the data subject is reminded that the disclosure of personal data to courts and authorities may be required by law. If the *Company* is required by a court or authority to provide personal data in the course of legal proceedings, the *Company* shall provide the requested data to the court or authority in question in compliance with its legal obligation.

### **IDENTIFICATION OF THE DATA PROCESSORS INVOLVED IN THE DATA PROCESSING:**

The *Company* involves a data processor / data processors in the data processing:

- Company providing data centre services, IT background, development and maintenance.

The details of the respective recipient/processor, the category and legal basis of the data transferred and the frequency of the transfers can be found in the Data Processing Register, which you can request by sending an email to [adatvedelem@dussmann.hu](mailto:adatvedelem@dussmann.hu)

### **DURATION OF STORAGE OF PERSONAL DATA:**

Until the data subject's request for erasure, up to a maximum of **365 days** after the receipt of the application.

### **THE FACT OF AUTOMATED DECISION-MAKING:**

No automated decision-making is carried out during the data processing.

### **RULES ON THE EXERCISE OF THE DATA SUBJECT'S RIGHTS:**

The *Company* informs you that, under the GDPR, you may, upon verification of your identity, exercise the following rights:

- you may request information about the processing of your personal data,
- you may request the rectification of your personal data,
- you may withdraw your consent to the processing,
- you may request the deletion of your personal data if, in your opinion, the processing is unlawful or no longer necessary for the purposes for which the data were collected,
- you may request the restriction of the processing of your personal data,
- you may exercise your right to data portability
- you have a right of appeal.

The *Company* shall ensure the security of the data and shall take all technical and organisational measures necessary to enforce the GDPR and other privacy and confidentiality rules. It shall protect the data against unauthorised access, alteration, transmission, disclosure, deletion or destruction, and against accidental destruction or damage.

The *Company* shall endeavour to ensure that the information provided to you is as concise, transparent, comprehensible, easily accessible, clear and understandable as possible, in all cases, while complying with the rules set out in the GDPR.

If you wish to exercise your rights under the GDPR for the purposes set out in this notice, you can do so in writing, in particular by sending a request to the [adatvedelem@dussmann.hu](mailto:adatvedelem@dussmann.hu) email address.

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However, if you request information orally, an authorised *Company* employee may, after verifying your identity, provide the information orally if the information is available to them. In all other cases, your request shall be recorded by our employee, and you shall be informed of your request within one month of receipt. This deadline may be extended by a maximum of two additional months if justified by the complexity of the request or the number of requests currently being processed, but you shall be informed of this electronically within one month of the receipt of the request.

If we do not act on your request or if you do not accept our action, you can appeal in relation to our data processing practices. You may lodge a complaint with the National Authority for Data Protection and Freedom of Information (H-1055 Budapest, Falk Miksa utca 9-11.) or, at your choice, with the competent regional court of your place of residence or domicile.

Dated: Budapest, 25 March 2025

P. DUSSMANN Szolgáltató Korlátolt Felelősségű Társaság