

## **Privacy notice based on article 13 and 14 of GDPR**

We provide you with the following information due to recruiting process you are taking part in, or to which we would like to invite you. This refers to the manner and scope in which we will process (save, analyze, etc.) information which allow to identify you, i.e. you personal data. You will also find here information regarding rights you are entitled to in this context.

### **Who controls your data?**

Your personal data controller, i.e. the entity who is responsible for your personal data, is

Harvey Norman Hungary Kft. ("Harvey Norman" or "US") with its registered seat in Budapest, Hungary, Labanc utca 32, Budapest.

### **Who can you contact to get more information on how we process your personal information?**

If you have any question regarding your privacy, please write at the following e-mail address \_\_\_\_\_, or contact our Data Protection Officer at \_\_\_\_\_ or by traditional mail at the address: Data Protection Officer, Harvey Norman Hungary Kft., Labanc utca 32, Budapest, Hungary

### **How we obtained your data?**

We may receive your personal data from the following sources:

- directly from you;
- from another person (e.g. your friend, who recommends you for a position at HARVEY NORMAN)
- \_\_\_\_\_

but only if you give your consent to this.

HARVEY NORMAN or recruiting agencies acting on our behalf may obtain some information about you from publicly available sources, such as LinkedIn or recruiting platforms - in such case, we will tell you about it at first contact.

### **What data about you we process?**

In case we come to you with an invitation, we process the following categories of your data: name, surname, e-mail address, phone number, URL of your profile on a publicly available source, where you gave your contact details.

If we receive your CV, we will process the data included in your application:

name, surname, date of birth, place of birth, citizenship, address of residence, address of domicile, correspondence address, e-mail address, phone number, education - type, name of the school you graduated from, education period, field of study, employment history - name of the workplace, employment period, position.

In case the recruiting process will require organizing your visit or taking care of visa formalities, we will additionally process your data included in your identity document (e.g. your passport).

### **Why Harvey Norman processes your data ?**

HARVEY NORMAN processes your personal data for the following purposes:

- a) to conduct the recruiting process, which includes negotiating conditions of employment;
- b) to work against discrimination in employment;
- c) to fulfil legal requirements related to limitation of employing certain persons (e.g. foreigners);
- d) to obtain candidates - searching for candidates in publicly accessible sources in order to initiate contact and invite to recruiting process;
- e) in applicable cases - to organize travel and accommodation for a candidate during recruiting process;
- f) in applicable cases - to provide support in obtaining visas necessary to take part in the recruiting process;
- g) to deal with complaints, requests and claims filed in context of ongoing recruiting process;
- h) to conduct a recommend-a-friend programme;
- i) to fulfil the obligations resulting from the provisions of law, including tax and accounting laws;
- j) in applicable cases - for the purposes of litigation, arbitration or mediation;
- k) to document personal data processing, i.e. for accountability purposes as required by General Data Protection Regulation (GDPR).

### **Why HARVEY NORMAN is entitled to process your data ?**

HARVEY NORMAN is entitled to process your personal data based on provisions of law (e.g. Protection of personal rights, Sections 9 - 11 of the Hungarian Labor Code, Act I of 2012).

Also, we process your personal data when it's necessary in order to take steps at your request prior to entering a contract (article 6(1)(b) of GDPR), e.g. for the purpose of discussing your salary or other conditions of employment.

Moreover, we process your personal data for the purpose and in scope necessary to pursue our legitimate interest (art. 6(1)(f) of GDPR), as indicated in point [d – h, i – k].

In other cases, your personal data is processed based on your consent, e.g. when your recruiting process will involve processing your personal data which go beyond the scope of data required to be provided by the provisions of law; in case your data is submitted in the recommendation programme; or in case you accept our invitation to take part in future enrollments.

Upon your consent we will be allowed to share your data with other companies of our capital group for their recruiting purposes.

### **Are you obliged to provide your personal data to HARVEY NORMAN?**

Your obligation to provide us with your personal data arises from Chapter VII Commencement of an Employment Relationship (Section 42 – 50) of the Hungarian Labor Code, Act I of 2012 among other provisions of law. In case of negotiating employment conditions providing we may need your data to conduct a recruiting process and to conclude an agreement with you. If you don't provide us with such information, recruiting process may become difficult or impossible to conduct. In other cases, data submission is voluntary.

### **What are your rights in regards of data processing?**

You may request HARVEY NORMAN to exercise the following rights you have: the right to access, rectify and erase your data, limit its processing, transfer it, a right not to be a subject to automated decision-making, including profiling, and to object to the processing of your personal data.

You may exercise these right, when:

- regarding right to rectify data - data is incorrect or incomplete;
- regarding right to erasure of data - personal data are no longer necessary in relation to the purposes for which they were collected by HARVEY NORMAN; you withdraw your consent on which the processing is based (in scope of this consent); you object to data processing; data has been processed unlawfully; data have to be erased for compliance with a legal obligation;
- regarding restriction of processing: data is incorrect - for a period enabling HARVEY NORMAN to verify your data; data has been processed unlawfully, but you don't want it to be removed; HARVEY NORMAN no longer needs your data, but you may need them for the exercise or defence of your legal claims; you object to processing data - until verification whether our legitimate grounds override the grounds of objection;
- regarding right to transfer data: the processing is based on consent or on a contract and the processing is carried out by automated means.

To the extent you gave us your consent to process your personal data, you have the right to withdraw your consent at any time. Withdrawal of consent does not affect the lawfulness of processing based on the consent before its withdrawal.

You can lodge a complaint regarding processing of your personal data by HARVEY NORMAN to your local data protection authority or to Hungarian National Authority for Data Protection and Freedom of Information.

### **When you can object to processing of your data?**

You have the right to object to the processing of personal data when they are processed on a legitimate interest basis, and the objection is justified by your particular situation.

### **Who does HARVEY NORMAN share your personal data with?**

Subject to your consent, HARVEY NORMAN is entitled to share your data with \_\_\_\_\_ (data processors) for the purpose of present and future recruiting processes conducted by the company. Moreover, HARVEY NORMAN may share your personal with the following categories of partners supporting HARVEY NORMAN in recruiting processes:

- recruiting agencies;
- partners providing project management tools, which we use to manage recruiting processes;
- partners supporting us in organizing your travel and accommodation.

#### **How long are we going to store your data?**

Your personal data will be processed as long as needed for the recruiting process, i.e. until the recruiting process ends, and after that for the duration and to the extent required by provisions of law or for HARVEY NORMAN's legitimate interest in defending against potential claims related to the recruiting process.

In case you gave us your consent to process your personal data, in particular for the purpose of future recruiting processes or for processing data which go beyond the scope of data required to be provided by the provisions of law, your personal data will be processed until you withdraw your consent.

#### **To which countries outside European Economic Area HARVEY NORMAN will transfer your data?**

Your information may be processed, stored and transferred to United States in context of our use of recruiting process management tools.

In such case we will do so on the basis of the EU standard contractual clauses or Privacy Shield Framework which are lawful measures to transfer your data and establish adequate protection of your personal information.

#### **Does HARVEY NORMAN process your personal data automatically (including profiling) in a way that affects your rights?**

Your personal data will not be used for automated decision making, including profiling. By profiling, we mean the processing of your data by using them to evaluate certain information about you, in particular to analyze or forecast your personal preferences and interests.