

Information Notice

regarding the processing of personal data in CVs, job applications, letters of intention or any other similar documents

By sending your CV, job application, letter of intention or any other similar documents to NEPI Rockcastle Group, you acknowledge the following personal data processing coordinates.

From the perspective of the legislation in matters of personal data, in particular as regards Regulation 679/2016 on the protection of natural persons with regard to the processing of personal data ("GDPR"), each NEPI Rockcastle Group entity acts as data controller, in the sense that it sets out the purpose and means of processing.

1. Types of data

We process the personal data contained in the CV, job application, letter of intention or any other similar documents delivered by you, including but not limited to:

- a) *Identification data*: Surname, name, date of birth, country of origin, social security number and other types of identifying data that can be found in identification documents (e.g., identity card, passport etc.),
- b) *Contact details*: email address, telephone number, home/residence/correspondence address, as applicable,
- c) *Professional information*: information regarding the studies, the professional experience, professional qualifications, referrals from other employers, driving license,
- d) *Personal information*: marital status, number of children, gender and age of the children,
- e) *Financial information*: income, bank account, benefits,
- f) *Health data*: information about the health status, where the case,
- g) *Photo*, where provided.

2. Sources wherefrom the data are collected

The abovementioned data are provided exclusively by you.

3. Purposes for processing

- a) Achievement of the recruitment related activities,
- b) Conclusion of employment contracts and performance of such contracts, where the case,
- c) Conduct of audit-type internal and external controls,
- d) Archiving, compliance, legal defense in the event of any dispute or disagreement.

4. Grounds for processing

Your application stays for an employment/a collaboration request, therefore we process your personal data in order to take steps prior to entering into an employment or collaboration contract.

5. Personal data recipients

Your personal data might be disclosed to our partners, such as:

- a) Companies within NEPI Rockcastle Group,
- b) Recruitment agencies,
- c) IT service providers (maintenance, software development),
- d) Archiving service providers, both in physical and electronic format,
- e) Investigation and support institutions for cyber-security incidents.

6. Data storage period

In case your application is not selected, we will store your personal data for 2 (two) year period, so that to be able to offer you other potential career opportunities.

In case you do not agree with this 2 year storage, you can request deletion of your data by sending an email in this respect at data.protection@nepirockcastle.com

7. Your rights in relation to personal data

A data subject has the following rights which may be exercised individually or cumulatively, regarding his/her personal data:

- a) **The right of access** - the data subject may request confirmation that his/her personal data are processed or not, and if so, may request access to them, as well as certain information about them. Upon request, we will release a copy of the personal data processed. Request for additional copies could be charged on the basis of the costs actually incurred by us,
- b) **The right to rectification** - the data subject may obtain the rectification of personal data that are inaccurate, as well as the completion of the incomplete ones, including through the provision of additional information,
- c) **The right to data deletion ("right to be forgotten")** - in the circumstances expressly regulated by law (in particular in the case of withdrawal of consent or if it is found that the processing of personal data was not legal), the data subject may obtain deletion of such data,
- d) **The right to restrict the processing** - the data subject may obtain the restriction of personal data processing in certain situations expressly regulated by law (in particular, when the accuracy of the data is disputed, for the period necessary to determine such inaccuracy or if the processing is unlawful and does not wish the deletion of the data, but opts for the restriction thereto). In these circumstances, with the exception of storage, the data will no longer be processed,
- e) **The right to object to the personal data processing** - the data subjects may object at any time, for reasons related to the particular situation in which they are, to processing (including to profile creation) based on data controller's legitimate interest or in the exercise of a public interest or of an authorization vested in us,
- f) **The right to data portability** - the data subject may receive the personal data provided, in a structured format, which can be automatically read and may request that said data be passed on to another controller. This right is only applicable to personal data supplied by the data subject and only if the processing of personal data is carried out by automated means and has as legal basis either the execution of an agreement either the consent,
- g) **The right to lodge a complaint** - a data subject may lodge a complaint in relation to the methods of personal data processing. The complaint will be filed with the

relevant national data protection authority – details at <https://ec.europa.eu/digital-single-market/en/news/list-personal-data-protection-competent-authorities>; in Romania, the complaint will be filed with the National Supervisory Authority for Personal Data Processing ("ANSPDCP") – details at www.dataprotection.ro,

- h) **The right to withdraw the consent** – a data subject may, at any time, withdraw the consent to the processing of personal data when the processing is based on consent. Withdrawal of consent will have effects only for the future, processing carried out prior to withdrawal remains valid,
- i) **Additional rights related to automatic decisions** - where automatic decisions in relation to the personal data are made, the data subjects may (a) obtain human intervention on such processing, (b) express their view points on such processing, (c) obtain explanations regarding the decision taken and (d) challenge such decision.

Should you need details, have requests regarding the way we process personal data or just want to exercise the above mentioned rights (either individually or cumulatively), kindly please reach our Group DPO at data.protection@nepirockcastle.com.