

# **UAB Whatagraph APPLICANTS PRIVACY NOTICE**

## **To applicants on data processing**

31/05/2022

Thank you for applying for the possibility to stand for the positions we offer. Please be informed of the principles of processing of your data in our company.

### **WHAT IS THE PURPOSE AND WHAT DATA WILL BE USED**

We will use your personal data provided in your resume/CV, cover letter and your other documents to be able to assess your candidacy. This is necessary because of the legitimate interest in selecting interested, qualified individuals that are best suited for the specific position.

In assessing the suitability of your candidacy, we may contact your educational institution and/or former employers to inquire about your qualifications, skills or professional characteristics.

When you apply, please do not provide us with personal information that is not relevant for the assessment of your candidacy (for example, political views, health condition). We are not responsible for the security and processing of such additional data.

The controller of your personal data is UAB Whatagraph, code 304106776, Miniijos str. 129, Klaipėda, Lithuania, phone +370 616 80 330, email: [gdpr@whatagraph.com](mailto:gdpr@whatagraph.com)

### **WHO WILL BE ABLE TO VIEW YOUR INFORMATION?**

We assure you that we will keep your data safe and confidential.

Your data may be viewed by our staff responsible for staff recruitment and hiring as well as the heads of departments for which the recruitment procedures are conducted but access to the data is restricted to those employees who need it for the performance of their functions. Our employees who are responsible for maintenance and operation of computer software may also have access to your data to the extent necessary to ensure the proper functioning of this software.

Companies providing IT services may have access to your data for the purposes of maintaining and ensuring the operation of the computer software to the extent necessary for the proper operation of software.

Any data provided by you will not be used in any other context or provided to others.

Some service providers may be based in third countries, i.e. countries outside of the European Economic Area. These service providers may use personal data for the purposes described in this Privacy Notice. We are taking ongoing measures to ensure that such service providers have implemented appropriate safeguards to protect the security of your personal data. These data transfers are based on adequacy decisions by the European Commission (Article 45 of the General Data Protection Regulation (Regulation)), on standard contractual clauses on the basis of the templates adopted by the European Commission (Article 46 of the Regulation), or on a derogation according to Article 49 of the Regulation. If you want to learn more about the details of these safeguards you should get in touch with us by sending an e-mail to [gdpr@whatagraph.com](mailto:gdpr@whatagraph.com).

### **HOW LONG DO WE KEEP YOUR INFORMATION?**

If you are not chosen for the position, we may process your personal data in order to consider your candidacy and contact you in the future if there is a vacancy that corresponds to your profile. Data will be stored and processed not longer than for 1 year since the date of data submission.

If you do not want your data to be processed after an unsuccessful application, you can request deletion of your data at any time by sending an email to [gdpr@whatagraph.com](mailto:gdpr@whatagraph.com)

If you are selected and employment contract is concluded, we will hold all the data for the entire duration of the contract. Some personal data can be stored after termination of the employment contract, if it is required or permitted by applicable legal acts. When your personal data is no longer needed in accordance with the legal acts or rights and obligations of any party, your personal data will be deleted.

### **WHAT RIGHTS DO YOU HAVE?**

You have the right to access, rectify, supplement or update your personal data processed by us by emailing us at [gdpr@whatagraph.com](mailto:gdpr@whatagraph.com).

You have the right to object to further processing of your personal data provided by you and to request the removal of your data by sending the request to us at [gdpr@whatagraph.com](mailto:gdpr@whatagraph.com). You can also use this email to contact us for the restriction of processing of your data when you have a legal basis to do so.

### **WHERE TO APPLY IF YOUR RIGHTS HAVE BEEN BREACHED?**

If you believe we are processing your personal data inappropriately and your privacy rights have been breached, you can lodge a complaint with the State Data Protection Inspectorate, L. Sapiegos 17, 10312 Vilnius, tel. (8 5) 271 2804, 279 1445, fax (8 5) 261 9494, email [ada@ada.lt](mailto:ada@ada.lt).