

## **Information regarding the processing of personal data of the candidates GARANTI BANK S.A.**

### **1. THE NAME OF THE CONTROLLER**

GARANTI BANK S.A., with headquarters in Bucharest, Fabrica de Glucoza, no. 5, Novo Park 3, Business Center, Building F, et. 5 SI 6, sector 2, with order number in J40 / 4429/2009, fiscal registration code 25394008, registered in the register of credit institutions under no. RB-PJR-40066 / 2009, hereinafter referred to as "the Controller" in accordance with the provisions of Regulation (EU) no. 679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as "the Regulation"), provides below the information regarding the processing of personal data provided by you and / or obtained by the Controller from other sources.

The Controller has designated a **Personal Data Protection Officer** that you may contact in connection with any questions or concerns and for the exercise of your rights to process Personal Data by the Controller to the contact details described below:

**Email address** [dpo@garantibbva.ro](mailto:dpo@garantibbva.ro),

**Postal address: Bucharest, Sos. Fabrica de Glucoza no. 5, Novo Park 3, Business Center, Building F, 5th and 6th floor, sector 2**

### **2. PERSONAL DATA CATEGORIES:**

The Controller processes your data as a Candidate for Open Positions within the Controller's Organization (hereinafter referred to as the "Target Person"), under the conditions described below:

- (a) personal contact and identification data:** name, surname, home address, residence, date of birth, telephone and email address, nationality, citizenship, identity card or passport, such as PIN, series and number, identity card / Passport, or other identification data to the extent that they are included in the Target Person's CV and / or any application form;
- (b) data enabling the eligibility and selection conditions for the recruitment process to be checked:** study papers (eg baccalaureate diploma, bachelor's degree, master's degree, doctorate, etc.), professional certificates or certificates issued by the regulatory authorities, job-specifics, residence visas in the country, references, interview notes, records / results of previous employment checks, information included in the Target Person's CV and / or any application form;
- (c) Target Person's professional examination data:** Referrers, Interviews, Evidence / Results of Targeted Persons, Professional Experience, Performance and Valuation Analysis,

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Performance Improvement Plans and Corresponding Correspondence;

- (d) **data on pay and legal taxes and taxes:** job quotes, such as but not limited to: details of salaries, bonuses, benefits, tax and tax data owed by the Visible Person under applicable tax law;
- (e) **health data:** information about the targeted person's medical condition, details of any disability or work restrictions;
- (f) **data related to the subject of the Workplace Person:** information on the possible behavior of the Target Person and / or the disciplinary procedures in which he / she was involved;
- (g) **data collected from the video surveillance** of the access ways in the Controller's spaces, from the inside

### 3. DATA SOURCE

We collect your personal data directly from you, at our headquarters and at our points of work, physically or by e-mail, from the internet (eJobs), from recruiting companies you called to obtain employment, from training providers and other service providers involved in the execution of the individual work / management contract or mandate.

You provide us with direct data through the resume submitted for employment, through requests / communications submitted in the recruitment process.

### 4. THEME AND PURPOSES OF PERSONAL DATA PROCESSING:

I. There are performed processing activities, based on the application of the labor contract (legal basis), for the following purposes:

- i. adopting the Controller's final decision on the employment of the Target Person, as well as providing positive / negative feedback;
- ii. preparing the employment documentation.

II. **There are processing activities, based on the fulfillment of a legal obligation (legal basis), for the following purposes:**

- i for the prior examination of the Right / Work Permit in Romania of the Target Person;
- ii the video surveillance to ensure the protection of goods and people, prevention of loss of data to guarantee the security of IT systems, reporting to competent authorities and bodies, etc.;

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- iii. performing reports / communication with authorities / institutions with control / supervision / monitoring responsibilities, etc.

**III.** There are processing activities, **based on ensuring the legitimate interest of the Controller (legal basis)**, for the following purposes:

- i. achieving the selection and recruitment process of the Target Persons in order to engage, analyze the employment or promotion conditions;
- ii. scheduling and conducting the employment interview, drawing up the short list of the Target Persons that is closest to the open job requirements; iii. safeguarding the Controller's right of defense.

**IV.** Processing activities **are based on the consent of the Target Person (legal basis)**, if it has been obtained, for the following purposes:

- i. retaining personal data of the Target Persons in subsequent specific recruitments

**5. DURATION OF DATA PROCESSING:**

For human resource purposes, your personal data will be stored for a limited time in a safe place and in accordance with legal requirements, as follows:

- a) during the recruitment process until the time of employment, the date after which the data will be kept in the Personnel File of the Target Person and will be processed for the purpose of performing the employment contract and kept in accordance with the applicable legislation during the respective contract;
- b) for a period of **maximum 2 (two) years** from the date of registration of the Target Person, if the latter has expressed his / her consent according to Art. IV.
- c) for a period of **3 (three) years** from the date of registration of the Target Person's candidature, if no employment contract is concluded, for the purpose mentioned in art. iii point iii.

Personal data shall be erased if the Controller's decision is negative regarding the employment of the Target Person, except as provided in Art. 4, item IV, when the Target Person expresses express consent to the processing of the data after the conclusion of the recruitment process, and the one stipulated in art. III, point iii.

**6. RECIPIENTS:**

Your personal data may be processed by the following other controllers, associate or authorized controllers of the controller, in compliance with the legislation on personal data protection:

- i. Providers of labor services, public authorities
- ii. Other companies in or outside the EU / EEA, such as Controller' auditors, or entities in the Garanti BBVA Group<sup>1</sup>;

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iii. State authorities such as the ITM, tax authority, etc. on the basis of their competencies provided by the applicable law;

## 7. TRANSFER OF PERSONAL DATA:

If your data is transferred to other companies / entities in other countries outside the EU / EEA, the safeguards provided by art. 44-49 of the Regulation.

## 8. RIGHTS OF THE TARGET PERSON:

We also wish to inform you that, according to the Regulation and the internal normative acts approved for the implementation of the Regulation, you have the following rights:

- **dreptul the right of access to your personal data**, i.e. the right for the Controller to inform you whether or not to process your personal data and, if so, to provide you with access to that data; For this purpose, the Controller will provide a free copy of the processed data and provide you with all the information provided by the Regulation;
- **the right to rectify and complete the data**, i.e. the right for the Controller to correct your inaccurate data and / or to fill in the missing data;
- **the right to delete the data (the "right to be forgotten")**, i.e. the right for the Controller to remove your personal data in the following cases:
  - (i) that data is no longer required for the purposes for which it was collected or processed;
  - (ii) you withdraw the consent on the basis of which processing takes place and there is no other legal basis for processing;
  - (iii) you oppose the processing of your personal data and the Controller has no legitimate reason to rely on your rights in the processing of such data;
  - (iv) you oppose the processing of your personal data for commercial purposes / advertising (direct marketing);
  - (v) if your data has been processed unlawfully;
  - (vi) personal data must be deleted to comply with a legal obligation on the Controller.
- **the right to restrict data processing** under the following conditions:
  - (i) if you dispute the accuracy of your personal data that is in the Controller's possession (the restriction will take effect for a period that will allow us to verify the accuracy of the data);
  - (ii) if the processing is illegal, but you do not want to delete your personal data, requiring only the restriction of their use;
  - (iii) The controller no longer needs that data for the purpose of processing it, but you ask us to use a law in court;
  - (iv) if you oppose data processing, the restraint will take effect for as long as necessary to verify whether the rights of the Controller override your rights.

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- **the right to data portability** - that is the right to receive the personal data you have provided to us, which we process and which we preserve in an electronic format; therefore, you are not entitled to receive the data stored by us on paper; you have the right to receive these data in a structured, commonly used and automatically readable format; such data may be retained by you, may be transmitted to another controller, or, upon your request, we may forward them to the controller you indicate to us, if this is technically feasible.
- **the right of opposition** - that is, the right to oppose at any time the processing of your personal data for reasons related to your particular situation; The Controller will no longer process your data unless it demonstrates that it has legitimate and compelling reasons that justify processing and that prevails over your interests, rights and freedoms, or that the purpose of the processing is to harness a right in court.  
In any case, you have the right to oppose at any time the processing of your personal data for the purpose of promoting the Controller's products.
- **the right of withdrawal of the consent granted for processing** - you may at any time withdraw your consent to the processing of personal data processed on your agreement, at no cost; if you withdraw consent, processing of your data made prior to the withdrawal of the consent will remain legal;
- **the right to obtain human intervention from the Controller, to express your point of view and to challenge the decision taken by the Controller solely on your eligibility for the open position within the Controller.**

In order to exercise these rights, you may contact the Controller by written, dated and signed request - to the attention of the Human Resources Department - or by email at [dpo@garantibbva.ro](mailto:dpo@garantibbva.ro), providing sufficient information to allow you to be identified.

Your request will be reviewed and will be answered **within 30 days** of receipt of the request by the Controller, in accordance with the Data Protection Regulations and internal normative acts approved for the implementation of the Regulation.

## **9. COMPLAINTS IN RELATION TO THE PROCESSING OF PERSONAL DATA**

The Controller has the obligation to provide information on the actions taken as a result of exercising the above mentioned rights, without undue delays, and in any case no later than one month after receiving the request. In the case of complex or very large requests, this period may be extended by two months. In this case, however, we have the obligation to inform you of such an extension, within one month of receipt of the request, indicating the reasons for the delay. If the Controller notifies you of the decision not to take action in relation to your request or if the response received from the Controller is not satisfactory, you **have the right to file a complaint:**

- either to the Supervisory Authority for Personal Data Processing (A.N.S.P.D.C.P.), headquartered in B-dul G-ral. Gheorghe Magheru 28-30, Sector 1, postal code 010336,

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Bucharest, in the form of a written address, at the headquarters of the institution or by email at [anspdcp@dataprotection.ro](mailto:anspdcp@dataprotection.ro);

➤ either to the competent court.

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