

INFORMATION ON THE PROCESSING OF PERSONAL DATA OF JOB/ INTERNSHIP APPLICANTS AT UBB AD

Dear applicants,

UBB AD (referred to hereinafter as UBB / the Bank), is a company, registered in the Commercial Register with the Registry Agency under Company ID Number 000694959, having its seat in Sofia city and registered office at No 89B Vitosha Blvd. In view of guaranteeing maximum security and compliance with the law of the processes, related to the handling of your personal data, UBB has appointed an employee, responsible for the personal data privacy, whom you may contact on issues, pertaining to the processing of your personal data at dpo@ubb.bg.

Your data privacy is important to the Bank. We have initiated the needed organizational and technical measures, in order to process your personal data in a lawful, appropriate and transparent manner. The present information on the processing of personal data explains for what purposes and on what grounds we are going to process your personal data.

We recommend that you should read this information carefully, in order to become aware of more details as to the manner, in which your personal data is being processed. Regardless of the reasons and grounds for processing your personal data, UBB shall treat those with equal diligence. This document also contains information about your rights and the ways you could exercise those.

1. Personal data subjects

The aim of this UBB's Privacy information is to inform you about the manner, in which UBB processes your personal data in your capacity as:

- Job applicant at UBB;
- Internship applicant at UBB.

2. Purposes for data processing

The Bank shall process your personal data for the purposes of making a selection for the job you are applying for. UBB processes your personal data, which you have provided through submission of an application to participate in the selection process or which has been obtained via a direct contact with you in a conversation or in an interview with a UBB official.

UBB may process a limited set of your personal data (full name, email address and/or telephone number), received from a present bank employee, recommended you as an appropriate candidate for an open position. In this case, upon our expressed interest, an employee from Human Resources Management Directorate shall contact you for more information, sending a CV and possible arrangement for a job meeting/ interview, once he/she has received this document signed by you, via which you will get acquainted thoroughly with data categories, as well as the purposes and rights, of which you dispose in your capacity as job/intern applicant at UBB AD.

Your personal data, which you provide to UBB and which can be obtained during interviews and other contacts with the applicant, are being processed as part of the procedure for selection and recruitment with regard to present and/or future vacancies. Your personal data may also be used for informing you about future vacancies at the Bank, which may be of interest to you, in case you indicated this intention, where possible.

Should you wish to apply for a job opening via your LinkedIn profile under an announcement, published in LinkedIn, you consent to UBB's processing of the information, contained in your LinkedIn profile for recruitment-related purposes.

3. Categories of personal data

In its capacity as controller of your personal data UBB processes personal data of the following categories:

- Identification data (e.g. full name, date and place of birth, nationality, photograph, domicile, mailing address, telephone for contact etc.)
- Social identity (e.g. education, qualification, employment, CVs, former labour experience, languages, scientific/ academic degree etc.)

UBB shall neither collect, nor process sensitive data whatsoever concerning applicants, including such pertaining to racial origin, political views, religious or ideological beliefs, sexual preferences.

Should in a particular situation, upon a certain occasion, UBB receive additional information, representing personal data relating to applicants, UBB shall request the explicit written permission of the latter.

The information, concerning job/internship applicants, collected and processed by UBB, is appropriate, relevant and needed for the particular purposes, for which it has been obtained and is being processed.

Applicants have been informed that the information, provided by them, should be recent, accurate and complete, in order to allow the proper run of the recruitment process. Applicants shall explicitly state that the provided information is accurate and reliable.

Applicants shall explicitly consent to having the accuracy and completeness of the data, provided during the application process, checked by UBB by contacting a former employer/s and or specifically indicated contact person, including such at an educational establishment.

Failure to provide or provision of incorrect data would render the assessment of your application impossible and would thwart your participation in the vacancy recruitment process you apply for.

4. Data storage deadlines

Personal data contained in the documents provided by you upon applying for the vacancy position in the Bank, shall be stored within a 6-month period from making the selection for the position you apply for, after which it shall be destroyed unless you have explicitly provided your consent to processing such data for a period longer than the indicated one (e.g. processing for the purposes of suitable future positions in the Bank).

The Bank shall be entitled to store personal data of participants in the selection procedure, contained in the internal documents created by UBB and its employees in relation to the conducted staff recruitment and selection procedures, for the purposes of the 3-year period provisioned in Art. 52 of the Anti-Discrimination Act.

5. Rights of the personal data subjects.

As a Data subject, whose personal data is being processed by UBB, you possess certain rights that you are entitled to exercise by submitting an application for that as per the requirements of the Personal Data Protection Act, in one of the following manners:

- via email recruitment@ubb.bg – the application shall have to be signed with an electronic signature pursuant to the Electronic Document and Electronic Authentication Services Act;
- at the following address: Sofia city, 89B, Vitosha Blvd., UBB, Head Office, Human Resource Management Directorate or
- at any UBB branch.

UBB guarantees you equal access and possibility for exercising the following rights:

A. Right to access - Upon your request in your capacity as data subject, the Bank shall provide information about the categories of the personal data relating to you, which is being processed by the Bank, and information about the purposes and terms of the processing, the recipients or categories of recipients to whom your data is disclosed and the sources of this data, except the cases when the data was collected directly from you.

B. Right of rectification, discontinuation of the processing (imposing of restrictions on the processing and/or obliteration (deletion) – Upon your request the Bank shall rectify, delete or discontinue the processing of your personal data in the cases when the processing is unlawful. The Bank shall inform any third party, to which your personal data has been disclosed, of all rectifications and deletions it has made, as well as the cases of discontinuation the processing of your personal data.

C. Right of personal data portability - In your capacity as personal data subject you are entitled to request to receive the relating to you personal data, which you have provided to UBB, in a routinely used, structured and machine-readable format and you are entitled to transmit/transfer that data to another Controller, without hindrance on the part of UBB, in case the grounds for processing of your personal data represents a consent or an agreement, and the processing of your personal data is made in an automated manner.

D. Right to object - In your capacity as data subject you are entitled to file an objection to the processing of your personal data when such processing is based on the Bank's lawful interest. The Bank shall consider the objection within the shortest possible term from the date of its submission and shall provide you with its statement in writing. After considering the objection, the Bank shall, in principle, discontinue the processing of your personal data, as well as shall inform all interested parties, to which the personal data has been delivered, of the received objection and of the measures, initiated to this end. In some cases, however, the Bank could have indisputable legitimate grounds to continue processing the personal data, even after receiving your objection (for example in cases of litigation, suspected fraud monitoring, etc.). Within these assumptions UBB shall contact you, in order to clarify the reasons, due to which it is going to continue processing your personal data.

E. Right to withdraw your consent for processing of your personal data, in case the Bank is processing it on the grounds of your consent, which it has explicitly requested and you have explicitly provided in a special declaration. The withdrawal may be done by using the same declaration.

F. Right to complain before the Commission for Personal Data Protection (CPDP) – In your capacity as data subject you are entitled to file a complaint with the Commission for Personal Data Protection (CPDP) against actions performed by UBB in line with the processing of your personal data.

Upon exercising your rights, we kindly ask you to be as specific as possible, so that the answer to your question would be precise and correct.