

INFORMATION BY UBB AD REGARDING PERSONAL DATA PROCESSING OF JOB AND INTERN APPLICANTS

Dear Applicants,

UBB AD (hereinafter referred to as UBB/ the Bank), Company ID 000694959, 89B, Vitosha Blvd., Sofia. In order to guarantee maximum security and lawfulness of the processing of personal data UBB has appointed an employee responsible for personal data protection to whom you may address any requests related to your personal data at e-mail dpo@ubb.bg.

Your privacy is important to us. We have taken all the necessary organizational and technical measures in order to process your personal data in a manner that is lawful, appropriate and transparent. In this privacy statement by UBB, we explain which of your personal details we will process, for what purposes and on what grounds, to whom we could provide them and how long we will store them.

We recommend that you read this information carefully, so that you know more about the manner in which we process your personal data. Regardless of what are the purposes and the grounds on which we process your personal data, UBB will treat your data with equal care. This document contains also information about your rights and the manners in which you can exercise them.

The Bank processes your personal data for the purpose of recruitment for the job you are applying for. UBB processes your personal data which you submitted by applying for the job or which has been received in a direct contact with you during a conversation or interview with a UBB employee.

UBB may process a limited number of your personal data (names, email address and / or phone number) received by a Bank employee who has recommended you as a suitable candidate for a vacancy. In this case, if you are interested, an employee from the Human Resources Management Directorate at the Bank will contact you for more information, a CV, and a possible appointment / job interview once you have signed this document by which you will get acquainted with the categories of the data, the aims and the rights you have in your capacity as a candidate for employment / traineeship at UBB.

Your personal data which you provide to UBB and which may be registered during current and / or future application procedures is processed as part of the recruitment and appointment procedure for current and / or future vacancies. The personal data may be used to inform you about future vacancies which may be of interest to you. The data are processed for application at your request and for employment.

If you wish to apply for a job application in LinkedIn through your LinkedIn account you agree that UBB will process the information contained in your LinkedIn account for the purposes of the recruitment.

In its capacity of personal data administrator UBB processes the following personal data:

- Identification data (full name, place/country of birth, date of birth, nationality (citizenship), permanent address (street, number, zip code, city, country), current address (street, number, zip code, city, country, phone number, etc.)
- Social identification (education, qualification, labour background and previous experience, Curriculum Vitae, languages, academic degree, etc.)

UBB does not collect or process any sensitive data on job applicants, including information on race, political opinions, religious or ideological beliefs, sexual preference,.

In the event that in a particular situation there is a need UBB to obtain additional information, which is personal data regarding candidates, UBB will request their explicit written consent.

The information on job / interns applicants which UBB collects and processes is appropriate, relevant and necessary for the specific purposes for which it was received and processed.

Applicants are advised that the information they provide should be up-to-date, accurate and complete in order to allow the recruitment process to proceed properly. Applicants explicitly declare that the information provided is accurate and reliable.

Applicants explicitly agree that UBB may verify the accuracy and completeness of the data provided in the application by contacting a previous employer (s) and / or a specified contact person, including an education institution.

Failure to provide or provision of inaccurate data would make it impossible to properly assess your application and would prevent your participation in the recruitment process for the job position you apply for.

Your personal data are stored for a period of 6 months after the performance of the recruitment for the position you apply for and subsequently the data are being erased (deleted).

As a job / intern applicant UBB guarantees you the right to access to your personal data which is being processed by the Bank. Furthermore, you have the right to request from the Bank to correct any inaccuracy in your personal data and in case you have any reasonable grounds and submit your written observations in this regard, to request that the Bank terminates/restricts such unjustified processing of your personal data. The above mentioned rights can be exercised by submitting an application for rights exercising at 89B Vitosha Blvd., UBB, Head Office, Human Resource Management Directorate or in any UBB branch office.

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Name, surname, signature, date