

Privacy Statement (recruiting)

I. Who are we?

During the recruitment process, Organica Technológiák Zrt. (hereafter “the **Company**”) your personal information will be processed in accordance with this Privacy Statement and the applicable privacy regulation and laws. This Privacy Statement contains all the information you need about your rights and obligations and explains how, why and in what cases we collect and process your personal information.

We use personal information for recruiting.

Company availability:

Company name: Organica Technológiák Zrt.

Mailing address 1094 Budapest, Tűzoltó utca 59.

Seat: 1094 Budapest, Tűzoltó utca 59.

Registration number: 01-10-140994

Telephone: +36 30 348 2147

Email: job.hungary@organicawater.com

Representatives: Attila György Bodnár

II. Specific data processing

1. Application for a specific job

The Company publishes current vacancies on the website. Applications (CVs, motivation letters, etc.) must be sent to the job.hungary@organicawater.com email address.

The Company will use the personal data you provide for the purposes of the employment recruitment process, for assessing your personal abilities, skills, and your suitability for the job with a view of filling the job vacancy.

Data to be provided in the CV:

- family and first name;
- telephone number;
- e-mail address;
- education; and

- experience (if relevant).

The User decides which data or information to provide to the Company, or in some cases the Company determines the mandatory data or optional data to be provided.

In the case of a reference and a letter of recommendation, you must obtain the consent of the reference person or the person providing the letter of recommendation in advance to process the data. Please note that the Company may also contact the reference person.

The purpose of data processing

Type of data	Reason for collecting data
name	It is indispensable to identify you.
e-mail address	Serves the purpose of communication between you and the Company.
telephone number	Serves the purpose of communication between you and the Company.
education	Required for the evaluation of your application.
experience	Required for the evaluation of your application.
motivation letter	Required for evaluating your personal abilities and skills and to assess your suitability for the job.
reference, letter of recommendation	Required for getting acquainted with of your professional past and the quality work.

In the absence of your name, phone number and / or email address we cannot reach you, and therefore we will not be able to employ you in the future.

Legal basis: your consent. By submitting your application material, you agree to the processing of your data.

You have the right to withdraw your consent at any time, which does not affect the lawfulness of the data processing performed based on a consent granted prior to the withdrawal. Please send your withdrawal to job.hungary@organicawater.com.

Please note that, as part of the recruitment process, the Company is entitled to access public information posted by you on any social media site (such as Facebook, LinkedIn, etc.). The Company will only look at the information that is relevant to the job application or the job.

During the recruitment process, you may only be required to disclose information that does not violate your personality right and is relevant to the establishment of an employment relationship. Accordingly, personal data relating to your marital status, housing conditions, the employment of your parents, your political opinions, religious beliefs or convictions or other personal data not related to your employment cannot be requested from you in the absence of a data processing purpose.

The staff of the Company will make notes of the discussions and meetings with you to determine if you are fit for that job.

During the recruitment procedure, the Company may conduct an aptitude test with you in order to receive relevant information in connection with the employment relationship. The tests used by the Company comply with the applicable data protection rules and regulations.

Duration of data processing

Unless you withdraw your application, the Company processes your data for 90 days after the date of the job being filled, and after that the aptitude test is erased / destroyed, unless after the completion of the recruitment procedure, upon the Company's request, you voluntarily grant your consent to the retention of the application material. We will provide information about this option at a later point in time. If within 4 weeks of sending your application, you have not been contacted by us we have not chosen you.

If you change your mind during the recruitment process and withdraw your application, the Company will erase your personal data.

Access

The personal data you provide may only be accessed by the Company's Hungarian HR Team and Hiring Manager affected by the application. These persons must keep the information confidential in accordance with the internal rules and procedures in force at the Company at all times. The Company uses the following processor: recruiter, social media etc.

The Company does not base its decisions on automated decision-making.

III. Your rights

You have the right to access and request information about any personal data the Company processes in connection with you as follows:

- What personal information do we have about you?
- Purpose of processing
- The categories of personal data concerned

- People whose personal data is / has been disclosed
- How long do we intend to process your personal data?
- If the data is not directly obtained from you, information about the source of the data

If you believe that any of our data is incomplete or inaccurate, you have the right to demand that we rectify and / or complete the data and we undertake to update or correct it as soon as possible unless we have a valid reason for this the opposite of which you will be notified.

You have the right to request the erasure or restricted processing of your personal data under the data protection laws, to object to the direct marketing we send you, and to obtain information about the automated decision-making mechanism we use.

If you contact us in connection with any of the above rights, we may ask you to verify your personal data before fulfilling your request; to verify that your data is protected and secure.

IV. Sharing and communicating your Personal Data

None of your personal data will be shared or disclosed without your consent, except for the purposes specified in this Privacy Statement or as required by law.

V. Principle of accuracy

If during the data processing period any changes or modifications occur in the data processed by the Company, please notify us immediately at the above contact information.

VI. Complaint procedure

The Company processes your personal data only in accordance with this Privacy Statement and the applicable data protection law. However, if you wish to complain about the processing of your personal data or are otherwise dissatisfied with how your data is processed, you have the right to complain to the supervisory authority.

National Authority for Data Protection and Freedom of Information (seat: 1055 Budapest, Falk Miksa utca 9-11.; telephone: +36-1-391-1400; e-mail: ugyfelszolgalat@naih.hu)

Judicial recourse: Adjudicating data protection disputes falls within the jurisdiction of the tribunals. The lawsuit may also be initiated before the tribunal of the domicile or place of residence of the person concerned, according to his choice.

