Notice on the processing of personal data of the candidates for the employees of EMUS, UAB

Last time updated on 09 December, 2020

When you send your CV or other documents (e.g. resume, cover letter, etc.) to EMUS, UAB (hereinafter – Us or EMUS), you agree that EMUS, code 302542629, registered office: Vytauto str. 39-2, Vilnius, Republic of Lithuania, telephone: +370 686 45554, e-mail: sales@emusbms.com, has a right to process the personal data you sent for the purpose to choose the right candidate to be employed at EMUS when there is an open position.

We process the personal data you provide when sending your documents (CV, cover letter, etc.):

- Name and surname;
- Date of birth;
- Address;
- Telephone number;
- E-mail address;
- Information about education;
- Information about previous / current workplaces;
- Other data you provide.

We collect your personal data related to your qualifications, professional abilities and subject characteristics only from your former employer after informing you, and from your current employer only with your consent.

This notice is reviewed and, if necessary, updated at least once a year.

Conditions of data processing

Source of data: CV or other related documents sent by you. EMUS may also receive information (after informing you about it) from other third parties:

- referrers;
- current employer (only with your consent)
- former employers (after informing you about it).

Data you should not provide: when applying, please provide only information that is directly relevant to your competences, skills and experience and that will help us to better assess your potential and career prospects. **Please do not provide personal information that is not relevant**

to the assessment of your candidacy (for example: personal identification number) and personal data which is considered to be a part of special categories (for example, race, nationality, political views, religion, membership in trade unions, state of health, etc.). EMUS does not take responsibility for the security and lawful processing of such additional data.

Data retention period: we will store your data during the selection process (to which you have submitted your CV or other documents). The data is processed for the purposes of hiring an employee and assessing their suitability for a specific position, therefore, if you have the right position, we will contact you.

Obtaining data from third parties: EMUS may receive your personal data as a candidate from third parties, such as employment agencies. If we invite you to an interview on data processing, you will be notified by telephone and personal data will continue to be processed in accordance with the principles described in this information notice.

You, as our potential candidate, have the following rights:
- To know (be informed) about your personal data being processed – the right is implemented by providing you the access to this Privacy Policy;
- Right of access by the data subject;
- Right to rectification;
- Right to erasure ("right to be forgotten"), if this can be justified by one of the reasons provided in Part 1 of Article 17 of GDPR;
- Right to restriction of processing, if at least one of the cases provided for in Part 1 of Article 18 of GDPR applies;
- Right to object data processing;
- Right to withdraw the consent at any time if the data is processed based on the consent.

If you believe that we violate data protection legislation while processing of your personal data, you have the right to submit a complaint to the State Data Protection Inspectorate by post at L. Sapiegos str. 17, LT-10312, Vilnius, Republic of Lithuania, by e-mail ada@ada.lt or in other ways published on the website of the State Data Protection Inspectorate https://vdai.lrv.lt

In order to implement your rights as a data subject, you may write an e-mail to us to our e-mail address (sales@emusbms.com). Your request will be processed and a response will be provided within 30 calendar days. The e-mail should consist of this information:

- Your right as a data subject that you want to implement;
- Specify, what exactly you are asking for. E.g. what information you want to get; if you want to implement your right to rectification, you should specify what data is incorrect; if you want to implement your right to erasure, you should specify the arguments why you want to use this right; etc.)
- Documents or other Annexes to the e-mail, which could help to justify why you want to implement a certain right.