

Recruiting Privacy Policy

13.12.2018

About the Privacy Policy

This policy is addressed to the candidates who wish to apply for a position within CS ROMANIA and has the role of informing about the conditions in which the personal data belonging to this category of persons are processed. Through this policy, CS ROMANIA, as “data controller”, complies with the requirements of REGULATION no. 679 of April 27th 2016 on the protection of individuals with regard to personal data processing and the free movement of such data (abbreviated as "GDPR"). We can also provide you with additional information regarding your personal data collection and the situations in which we feel it would be useful to provide relevant and timely information.

Who are we

CS ROMANIA SA (based in Craiova, 29 Pacii Street, Dolj county, Romania) is a company part of the French group CS. Responsible for the protection of personal data is Elena Tutunaru, phone 0251 412 850, e-mail dpo@c-s.ro.

When we collect personal data

Your personal data is collected when you interact with us, when you send us this data online, when you use our services and products, when you visit our headquarters or participate in an event organized by us. We may also receive personal data through third parties.

We want to assure you that the information we receive through our site, directly by email or regular mail, as well as through third-party websites (recruiting or social platforms as LinkedIn, Facebook s.o.) or through recruiting agencies, are used only for the purposes set out in this policy.

What type of personal data processing do we perform

Category of personal data	Purpose of processing	Legal basis for processing	Maximum retention period	To whom the data is or may be transmitted
Identification data (e.g. name, username, address, telephone number, mobile number, email address, personal identification number) Profile information (g. age, gender, country of residence, language)	Recruiting	As required to establish and perform the employment contract. This includes processing your application for a specific job. As required to enable our business and to pursue our	Your details will be deleted at your request, at any time.	n/a

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<p>preference and any information that you choose to make available to others as part of your account)</p> <p>Correspondence between you and CS ROMANIA</p> <p>Your interests and aspirations</p> <p>Educational background data (diploma copies, certificates)</p>		<p>legitimate interests where our interests are not overridden by your data protection rights. This includes: to make informed decisions on recruitment and ensure your suitability for the role or to keep you in mind for future roles; answer your enquiries; improve our recruitment processes and activities; manage our IT systems and to conduct group administration.</p> <p>In order to comply with applicable laws and protection of our legal rights including but not limited to, use in connection with legal claims, compliance, regulatory investigative and disciplinary purposes (including disclosure of such information in connection with legal process or litigation). This</p>		

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		<p>includes verifying that you have the right to work in the country where your role is based.</p> <p>As mentioned in the current chapter of the Policy, we may also ask for your consent (where required under applicable law) to carry out certain verification and staff background checks where this is required in connection with your role.</p>		

Please do not include any sensitive data as part of your application, i.e. information relating to your racial or ethnic origin, political opinions, religious beliefs, trade union membership, health status or sexuality as well as information regarding criminal convictions. If we do require this information in connection with your application, we will inform you separately and obtain any necessary consents or acknowledgements.

Please ensure you have permission, if the case, from the CS ROMANIA employee or any other referee whose details you provide alongside your application for us to use their data as outlined in this Policy.

Verification and Checks: sometimes it will be necessary for us to verify the details you have supplied (for example in relation to your identity, academic credentials or your employment history) and for some positions, to carry out pre-employment checks (for example in relation to previous criminal convictions or an adverse financial check). The level of required checks will vary by position and will usually be conducted at as late a stage as is practicable in the recruitment process and often only after you have been selected for the position. If your application is successful, we will provide further information about the checks involved and will obtain any necessary consents or acknowledgements prior to completing such checks.

Personal data may be transmitted under the law of the state's competent authorities.

Any other type of processing of occasional data will be communicated to the data subjects.

The transfer of information outside the European Economic Area

If the personal data is transmitted outside of the European Economic Area to an entity that is either part of CS Group, a partner or a vendor in a country with no GDPR compliance issues, your information will be protected under EU rules and regulations through confidentiality policies or mandatory corporate rules.

How we protect your personal data

CS ROMANIA implemented technical and administrative measures to ensure information security, in accordance with the applicable laws and this Policy, in order to avoid loss of personal data or unauthorized access and use. Our staff is subject to a confidentiality obligation and is regularly trained in how to properly manage personal data. In cases where, on our behalf, there are third parties who process such information, such third parties are bound, through agreements, to abide by the same confidentiality obligations.

Why we need you to provide us your personal data

In cases where we ask for your personal data for recruitment purposes according to legal provisions or for employment procedures, if this data is not provided to us, we will not be able to initiate a collaboration. In other cases, providing the required personal information is optional.

Your rights

The processing of personal data is made in accordance with the provisions of GDPR. According to this regulation, you benefit especially of the following rights: access to your own personal data, their rectification or deletion, restriction of processing or the right to oppose processing, as well as the right of portability of data.

These rights may be limited in certain situations - for instance, when we can demonstrate that there is a legal basis for processing this information.

How to file complaints

In the situation where you consider that your rights, provided in GDPR, have been violated, you have the right to file a complaint with the National Supervisory Authority for Personal Data Processing (www.dataprotection.ro).

How you contact us

To request a legal right or file a complaint, please write us at the following address: Craiova, Str. Peace no. 29, Dolj County to the attention of our Data Protection Officer or by e-mail at dpo@c-s.ro.

Changes to the Privacy Policy

Any changes made to the Recruiting Privacy Policy will be posted on this page. In case of major changes due to law changes, we will display a feature banner marking them and also

publish them on the site. If we consider it necessary, we will announce these changes through other channels, for example via email.