

## **Privacy Policy for candidates**

The process of recruiting and selecting candidates is governed by our Privacy Policy and all applicable legal regulations. The information you provide in your profile is used only to assess your qualifications and suitability to take up a position. It is forwarded exclusively to those departments and recruitment managers who are in charge of the recruitment process.

Where you are considered for a specific position, you may be asked to provide additional information so that a reference check may be performed. By applying for the position, you confirm that the information you have provided is true and correct. As a candidate, you are also required to have the right to be employed in the country in which you are applying. Please note that submission of false information may result in your application being rejected in the course of the recruitment process, and/or may impact your potential employment at the employer. The information you provide will be stored securely in database over the period of time permitted pursuant to applicable legal regulations, but in no case for longer than 18 months.

The personal data contained in the application you submit will be processed for recruitment-related purposes, based on a legitimate interest of Co-controllers, i.e. for the purpose of looking for and hiring employees.

During the recruitment process, you may be asked to complete professional aptitude tests. You have the right to refuse to complete those tests and still continue your participation in the recruitment process. However, such a refusal will prevent us from learning your strong and weak points. You will be provided with feedback after each such test.

You have the right to rectify, update or delete your personal data at any time before accepting an employment offer from our organization. You also have the right to access your data, the right to restrict their processing, the right to transfer your data, the right to object to their processing and the right to revoke your consent at any time, which shall not affect the lawfulness of processing that has been performed based on the consent concerned, before it was revoked. The following entities shall act in the capacity of co-controllers of the personal data we collect Aviva Services Sp.z o.o. with their registered offices in Warsaw, at ul. Inflancka 4b, 00-189 Warsaw and their legal successors.

For recruitment purposes, we process your personal data pursuant to and within the scope determined by Labor Code regulations (Article 22). The provision of additional information not required under applicable regulations is fully voluntary and is deemed tantamount to granting the consent for the processing of such data for recruitment-related purposes.

Furthermore, based on the legitimate interest of the Controller consisting in ensuring high quality of the recruitment process, the candidates who participate in recruitment meetings may be asked to complete a satisfaction survey. You have the right to contact us in matters related to the protection of personal data via e-mail, at: [rekrutacja@aviva.pl](mailto:rekrutacja@aviva.pl), or by regular mail. You also have the right to file a complaint with the authority responsible for the protection of personal data.