

## **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 or in the case of recruitment for educational or training projects - also to participate in educational or training projects. 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, hiring employees and organizing educational or training projects.

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 and make such a request before or during an education or training project 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which shall not affect the lawfulness of processing that has been performed based of the consent concerned, before it was revoked.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, as well as

Your personal data may be shared with entities directly or indirectly affiliated with Aviva plc, headquartered in London, i.e. to Aviva Group companies based in other countries, including outside the European Union (United Kingdom, Ireland, Singapore, Canada, United States). Operations of processing of Personal Data involving an entity located outside the European Economic Area (EEA) will occur in accordance with the principles arising from Chapter V of the GDPR, including by entering into appropriate contractual clauses with such an entity to ensure data security (Standard Contractual Clauses for data transfers between EU and non-EU countries), or based on the relevant decision of the European Commission to recognize the country in which such entity is located as providing an adequate level of personal data security. In the absence of a decision by the European Commission declaring an adequate level of protection of personal data on the basis of third country legislation or the lack of application of adequate legal safeguards, your personal data may be transferred to a third country on one of the grounds listed in Article 49(1) of the GDPR, including in particular, that of your express consent. You have the right to request a copy of the personal data transferred to a third country.

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.

In the case of recruitment for educational or training projects, we process your data on the basis of a legitimate interest and consent, in accordance with the provisions of individual regulations.

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: [asec\\_rekrutacja@aviva.com](mailto:asec_rekrutacja@aviva.com), or by regular mail. You also have the right to file a complaint with the authority responsible for the protection of personal data.

Providing data is voluntary, but necessary to participate in the recruitment procedure.