

## PRIVACY POLICY

### HARJU ELEKTER GROUP'S general principles for processing of personal data in the recruitment process

AS Harju Elekter Group, registry code 10029524, address Paldiski mnt 31/2, Keila 76607. Contact information for Harju Elekter Group companies find [here](#).

These general principles lay down the principles for collecting, processing, using, and sharing personal data in connection with the recruitment process at Harju Elekter group.

#### Collection and use of personal data

Personal data (name, id code, email address, phone number, working experience, education, skills, qualification, and other information necessary to apply) that has been voluntarily made available to Harju Elekter by a person for the purpose of applying for jobs offered at Harju Elekter.

#### Information sharing

We may share your personal data with the affiliates of Harju Elekter that are directly involved in the recruitment process for the specific position which you have applied for. The right to have access and to use of the data have only employees directly involved in the recruitment process and service providers and partners to the extent necessary for operating Harju Elekter (IT-, marketing etc ancillary services) and to improve the quality of our service. We will share your personal data if we are required by law or believe that access, preservation, or disclosure of such information is reasonably necessary to protect the rights, property, or safety of Harju Elekter.

#### Personal data protection

Harju Elekter shall engage all technical, physical, and regulating measures to protect personal data against unauthorized access to or unauthorized alteration, disclosure, or destruction. Access to the personal data is restricted to authorized parties only and are bound by an obligation of confidentiality.

#### Preservation of personal data

If you are not elected for the job you applied, then your personal data will be retained for one (1) year after the end of the application process or for the time that it is necessary for achieving the goal of collection, protecting the rights of Harju Elekter and until it is required by law.

#### Your rights

You are entitled to:

- receive a copy of your personal data we hold;
- correct any error in your personal data;
- delete your personal data we no longer have a lawful ground to use;
- right to restrict processing of personal data;
- port your personal data, where applicable;
- right to object to processing of personal data;

- to withdraw consent to processing of your personal data, where applicable.

#### **Changes and contact**

Harju Elekter reserves the right to change these general principles. If you have any questions or comments please contact us via email [andmekaitse@harjuelekter.com](mailto:andmekaitse@harjuelekter.com).