

**PRIVACY NOTICE**  
**FOR CANDIDATES FOR EMPLOYEES OF THE UNISEND LATVIJA SIA**

Last update 18-01-2024

**I. GENERAL PROVISIONS**

1. This Privacy Notice provides basic information about the processing of your personal data<sup>11</sup> when you participate in the selection of employees, interns, collegial management bodies or members of their advisory bodies of the Unisend Latvija SIA.
2. This Privacy Notice is available on the company's website [www.unisend.lv](http://www.unisend.lv) and in the job advertisement.
3. **PLEASE NOTE** that the Privacy Notice can be changed, completed, updated at any time. We will inform you about the essential corrections made in a separate message on the website [www.unisend.lv](http://www.unisend.lv) and/or in other ways. If you continue to participate in the selection of Unisend Latvija SIA employees after the changes made, we will consider that you confirm that you are familiar with the changes, additions, and updates made. We invite you to review the Privacy Notice regularly.

**II. CONTACT INFORMATION**

4. Controller of personal data – Unisend Latvija SIA, legal entity code 40203523445, address Čiekurkalna 2. līnija 30A Rīga, Latvia, e-mail [info@unisend.lv](mailto:info@unisend.lv).
5. For personal data issues, please contact us by e-mail [dataprotection@unisend.lv](mailto:dataprotection@unisend.lv).
6. **PLEASE NOTE**, if you did not find information relevant to you in the Privacy Notice – contact us at the above contacts.

**III. PERSONAL DATA PROCESSING OF CANDIDATES FOR EMPLOYEES**

7. The company processes the personal data of candidates for interns, company employees and members of the company's collegial management bodies or their advisory bodies (hereinafter – candidates).

PURPOSE	LEGAL BASIS	EXAMPLES OF PERSONAL DATA PROCESSED	TERM
Assessment of the candidate's suitability for the position	Legitimate interest in selecting employees for vacant positions	Name, surname, phone number, e-mail address, residential address, data provided in the CV, motivation letter or other application documents (e.g. work experience, education, qualification), results and evaluation of practical tasks	Until the end of the selection process for the vacant position <sup>2</sup> .

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<sup>1</sup> Personal data processing is a term used in personal data protection that refers to actions with personal data. The GDPR defines this term as follows: "any kind of any operation or sequence of operations on personal data or sets of personal data by automated or non-automated means, such as collection, recording, sorting, systematization, storage, adaptation or modification, retrieval, access, use, disclosure by transfer, distribution or otherwise access to them, as well as comparison or merging with other data, restrictions, deletion or destruction".

<sup>2</sup> The selection process is considered to have ended after the probation period of the selected and employed candidate, which is no longer than 3 months, excluding temporary incapacity, vacation or other important reasons.

Assessment of the selected candidate's compliance with the company requirements	Legitimate interest in selecting candidates who best meet the standards of the Unisend Latvija SIA	name, surname, e-mail address, phone number, work experience, education and other data submitted in CV or diploma	1 year (for selected and employed candidates) or until the end of selection <sup>3</sup> (for selected but not employed candidates)
<b>Additional relevant information:</b> in each specific case, candidates are additionally informed about the processing of their personal data before the candidate background check			
Offer the candidate another job	Consent	Name, surname, contact information (e.g. phone number, e-mail address, address), data provided in the CV, motivation letter or other application documents (e.g. work experience, education, qualification)	Until the end of the selection process for the vacant position <sup>4</sup> .
Submitting a job offer	Legitimate interest in selecting employees for vacant positions	Name, surname, e-mail address, position, the size of the full-time position, terms of the employment contract, start date, proposed salary, evaluation decision, whether the candidate "matches" the results of the employee screening or "does not match"	Until the candidate's response regarding acceptance/rejection of the offer.

#### WHERE DO WE GET CANDIDATE DATA?

8. We usually receive information directly from the candidate when the candidate submits a resume (CV) and/or a motivational letter.

9. We can also receive information about the candidate from:

9.1. Job search service providers,

9.2. Career social networks (e.g. LinkedIn)

9.3. And/or other entities providing job search, selection and/or mediation services,

9.4. The former employer (only after informing the candidate beforehand),

9.5. Current employer (only with the consent of the candidate),

9.6. As well as from a friend or acquaintance of the candidate who recommends a particular person as a candidate. In such cases, we consider that the aforementioned entities have already provided the candidate with all the information required by the legal acts regarding the processing of the candidate's personal data, including the transfer of his data to the company.

#### REQUEST FOR THE CANDIDATE TO PROVIDE ADDITIONAL INFORMATION

10. In compliance with the requirements of legal acts, we may ask candidates for specific predetermined positions with whom it is intended to enter into an employment contract to provide additional information provided for in the legal acts so that the company and the competent authorities can assess the compliance of a specific candidate with the requirements established by the legal acts. In each specific case, candidates are additionally informed about the processing of their personal data before the candidate assessment of compliance with these legal acts.

<sup>3</sup> The selection process is considered to have ended after the probation period of the selected and employed candidate, which is no longer than 3 months, excluding temporary incapacity, vacation or other important reasons.

<sup>4</sup> The selection process is considered to have ended after the probation period of the selected and employed candidate, which is no longer than 3 months, excluding temporary incapacity, vacation or other important reasons.

#### **IV. PERSONAL DATA PROCESSING TERM**

10. The Privacy Notice contains information about the personal data of candidates processed by the company and the terms of their processing (Chapter III of this notice, section “Term”).
11. The company defines and determines the period of personal data processing taking into account the requirements of legal acts and the legitimate interests of the company.
12. **PLEASE NOTE** that the storage of personal data longer than that specified in the Privacy Notice can only be carried out when:
  - 12.1. There are reasonable suspicions of an illegal act, which is the subject of an investigation;
  - 12.2. Your data is necessary for the proper examination and resolution of a dispute, complaint and, if necessary, for the submission for execution;
  - 12.3. It is necessary for backup copies and other or similar purposes related to the operation and maintenance of information systems;

#### **VII. TRANSFER, PROCESSING AND LOCATION OF YOUR DATA**

##### **DATA TRANSFER.**

13. The company may use data processors to process personal data. In such cases, the company takes the necessary measures to ensure that such data processors process personal data in compliance with the company’s instructions and the requirements of valid legal acts, implementing appropriate technical and organizational personal data protection measures.
14. The company can use the following data processors: companies that provide candidates background check services, server rental, IT infrastructure, including its creation and maintenance, development, management of employee selection, consulting, and other services, companies that create, provide, support and develop software, Unisend group companies, for example, Public Limited Liability Company Lietuvos paštas when it manages company’s employee selection process.
15. The company, while administering its accounts on the social networks Facebook and LinkedIn, acts together with them as joint data controllers in the specific scope that the aforementioned social networks provide publicly. The company has no ability to influence the data processing actions carried out by these social networks. More information about data processing performed by these social networks on <https://www.facebook.com/policy> and <https://www.linkedin.com/legal/privacy-policy>.

##### **WHERE DO WE PROCESS YOUR PERSONAL DATA?**

16. We process your personal data in the territory of the European Economic Area.

#### **IX. YOUR RIGHTS**

18. You have the following rights:
  - 18.1. To receive your information about the processing of personal data – which is implemented by providing you with this Privacy Notice;
  - 18.2. To get acquainted with your personal data managed by the company;
  - 18.3. To require the company to correct incorrect, inaccurate or incomplete personal data about you;
  - 18.4. To restrict the processing of your personal data;
  - 18.5. To require the company to delete your personal data;
  - 18.6. To require the company to transfer your personal data;
  - 18.7. To withdraw your consent, without affecting the processing of your personal data carried out before the withdrawal of consent;
  - 18.8. To disagree with the processing of your personal data if they are processed on the basis of legitimate interest, except in cases where there are legitimate reasons for such processing or in order to assert, fulfill or defend legal claims;
  - 18.9. To submit a complaint to the Latvian supervisory authority - Datu valsts inspekcija (more information on the Internet at <https://www.dvi.gov.lv/lv>, at [Elijas str. 17, Riga, LV-1050, Latvia](https://www.dvi.gov.lv/lv) or by e-mail [pasts@dvi.gov.lv](mailto:pasts@dvi.gov.lv)). Before submitting a complaint to the supervisory authority, we recommend that you contact the company using the contacts specified in the “Contact information” section of this notice in order to find an appropriate solution to your issue.

## **X. EXERCISE OF YOUR RIGHTS**

17. You can submit a request for the exercise of the above-mentioned rights:
- 17.1. By sending a signed request with an electronic signature to the e-mail address [dataprotection@unisend.lv](mailto:dataprotection@unisend.lv).
- 17.2. By mail, together with a notarized copy of your personal identity document at our address, which you could find in “II. Contact information”.
18. After receiving your request, we may ask you to clarify it, provide additional information so that we can properly identify you and provide you with an answer, or determine another method of identification suitable for your case.
19. The company has the right to refuse to provide the information requested by you, if the request is unfounded, disproportionate, as well as in other cases established by legal acts.
20. We will provide the answer to your request no later than within 1 (one) month from the date of receipt of the request that meets the content requirements. In exceptional cases, we can extend this deadline for another 2 (two) months, after notifying you and indicating specific circumstances.