

# **UAB NORDSTREET PRIVACY POLICY FOR EMPLOYEE CANDIDATES**

**Last updated on: 25 May 2020**

UAB Nordstreet takes care of the protection of your information. We comply with the European Union's General Data Protection Regulation (GDPR) and other laws protecting your information that we collect, use and store in our Company.

## **1. How should I read this post?**

This Privacy Policy will answer key questions about how we collect, use and store information about you. Should you have any questions or any part of this notice be unclear, we are ready to help you as described in Article 12 of this Privacy Policy. Should you have any questions or any part of this notice be unclear, we are ready to assist you as described in Article 12 of this Privacy Policy. Please note that any form of word "we" in this Privacy Policy refers to our Company as defined in Article 2 of the Privacy Policy.

## **2. Who is responsible for protecting my information?**

We are: UAB Nordstreet;  
Our company code: 304565690;  
Our address: Konstitucijos ave. 26, Vilnius;  
Email: info@nordstreet.com  
Tel. No: +370 667 37669

## **3. Why do you collect information about me?**

You have sent us your CV in order to conclude an employment contract with us. In order to assess your suitability for the position you are applying for, we need to collect, use and store information about you.

Please note that we may ask for your consent to store your CV and other information provided about you during the selection process so that, in the event of a free vacancy in the future, we may offer you to apply for this position or submit a job offer.

Also, we will need information about you in order to fulfil our legal obligations in the document archiving sphere.

## **4. What information should I give you and why?**

For the selection of candidates, we collect the following information about you:

- identification data;
- contact information;
- data about your work experience;
- details of your qualifications;
- other information that you think may be useful to you in the selection process.

## **5. What is the legal basis for collecting information about me?**

We collect information about you lawfully, since:

- information about you is required for the possible conclusion of an employment contract (Article 6 (1 (b)) of the GDPR);
- so that we can fulfil our legal obligations in the document archiving sphere (Article 6 (1 (c)) of the GDPR)
- You have given your consent to store your CV and other information about you, which you provided in the selection process, so that we can offer you to apply for free vacancies in the future (Article 6 (1 (a)) of the GDPR).

**6. Do you make automatic decisions? Are you profiling me?**

You are not profiled; automatic decisions are not made.

**7. Do you collect any sensitive information about me?**

Sensitive information about you is not collected during the selection process. If you provide us with sensitive information, i.e. your racial or ethnic origin, political views, religious or philosophical beliefs, trade union membership, health, sexual orientation, as well as genetic and biometric data, we will assume that you have given your consent (Article 9 (2 (a)) of the GDPR).

**8. Do you transfer the information about me to anyone?**

Information about you may be transferred to:

- our service providers, such as companies providing personnel selection, archiving, communication, data warehousing, information management systems and similar services, that are subject to confidentiality and security obligations under personal data protection legislation.

**9. Do you share my information with entities outside the European Economic Area (the European Economic Area comprises all EU Member States plus Norway, Iceland and Liechtenstein)?**

We do not share your data with entities outside the European Economic Area.

**10. How long do you store information about me?**

We will store information about you for 1 year after the end of the selection process, in accordance with the Index of General Documents Retention Terms approved by the Chief Archivist of the Republic of Lithuania. If you give your consent to store your CV for the purpose of offering you to apply for a vacancy in our company or submitting a job offer to you in the event of a free vacancy, we will store your data for 3 years after the end of the selection.

**11. What are my rights?**

If you wish to take the actions below, please contact us as described in Article 12. Please note that these rights may be subject to statutory exceptions and limitations.

- **To submit a request for access to available information about you, provided that we process your personal data by which we can identify you;**
- **To submit a request to correct or add to the available information about you;**
- **To submit a request to delete information about you, when:**
  - **We process your data on the basis of consent;**
  - **We process your data unlawfully;**
  - **Your data is processed on the basis of our legitimate interest and you dispute our legitimate interest;**
  - **Your data is no longer needed to achieve the purposes for which it was collected;**
  - **we have a legal obligation to delete information about you;**
- **To submit a request to restrict the processing of the available information about you, when you dispute the accuracy of the data or object to the data processing, disagree to the deletion of your unlawfully processed data, or need the data to make, enforce or defend legal claims;**
- **To dispute the collection, use and storage of your information in our company, when we process your data with the legitimate interest as the basis for data processing;**
- **To submit a request to export your data, provided that you have provided us with the data in a structured and commonly used format and have given your consent to the processing of such data or we have to process this data in order to fulfil the contract with you;**
- **To withdraw the consent given to us at any time;**

- **To submit a complaint to the State Data Protection Inspectorate (more information may be found at [vdai.lrv.lt](http://vdai.lrv.lt)).**

## **12. How can you help me?**

Should you have any questions, comments or complaints about how we collect, use and store data about you, we are ready to help you. Should you need any help, please contact us by email [info@nordstreet.com](mailto:info@nordstreet.com).