

# Information Document on Data Processing for persons applying to the positions disclosed by ATYS-CO Kft.

Thank you for visiting the website of ATYS-CO Kft. (registered seat: H-1107 Budapest, Fertő u. 14., company reg. no.: 01-09-462105, hereinafter referred to as: "Company") and expressing your interest in the open positions disclosed by the organisation.

1. **The suitable processing and protection of your personal data is of utmost importance to our Company.** Regarding all of our activities, our organisation wishes to fully comply with legal regulations on the processing of personal data, particularly the provisions specified in Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR).

Terms included in this Information Document on data processing shall be interpreted as defined in the stipulations of the GDPR.

2. **Information on the data controller:**

Our Company shall be liable for processing your data lawfully, fairly and in a transparent manner also for you.

Contact information:

Name: ATYS-CO Korlátolt Felelősségű Társaság

Address: H-1107 Budapest, Fertő utca 14.

Telephone number: +36 1 263 02 12

E-mail address: [atysco@atysco.hu](mailto:atysco@atysco.hu)

Website: [www.atysco.hu](http://www.atysco.hu)

Representative of the Company: Júlia Lilla BEDE

Contact details of the representative: [bede.julia@atysco.hu](mailto:bede.julia@atysco.hu); [hr@atysco.hu](mailto:hr@atysco.hu)

3. **Scope of the processed data, legal basis, purpose and duration of data processing**

**In connection with your application to the positions disclosed by the Company, we are processing the following personal data in relation to you:**

- personal data that you have voluntarily provided in your application to the open position and the attached CV, including your name, e-mail address, telephone number and other personal information provided by you.

**Legal basis for processing the personal data:**

Pursuant to Article 6, Clause (1)/a) of the GDPR, your voluntary and specific consent following prior information shall serve as the legal basis of data processing. By applying to one or more open positions disclosed on the website of ATYS-CO Kft., you confirm that you have read and interpreted this Information Document, that you accept the stipulations therein to be binding, and you provide our organisation with your voluntary and specific consent to process your voluntarily provided personal data for the purposes defined in the Document, and in line with the GDPR and this Information Document.

## **The purpose of data processing**

*Name and other personal identification data (mother's name, birth data, residential address); E-mail address; telephone number, photograph (if attached):* Identification of persons applying to the open positions, communication, information on the evaluation of applications (in case of applying to a concrete position), notification on further job openings (subject to the applicant's specific consent).

*Prior and current workplaces and work-related data (professional experience, position, line of business, area of employment, job title, period of employment); Certificates, qualification data; Language skills; IT skills; driver's licence:* identification of the optimal position; assessment of suitability and competence to fill the position.

*Job application and workplace preferences (possible date of start, work location, sought position, area of employment, motivational factors in the workplace, required pay and benefits); Personality traits; Data describing skills:* identification of the optimal position; assessment of suitability and competence to fill the position.

*Results of the assessment and interview notes if the candidate has participated in a competency assessment or an interview as part of the job application process:* identification of the optimal position; assessment of suitability and competence to fill the position.

*Further voluntary personal data provided by you in your CV (e.g. professional strengths):* Learning further details about the job applicants, identification of the optimal position; assessment of suitability and competence to fill the position.

## **The duration of data processing:**

In order to ensure that the retention of personal data is limited to the required time period, our Company shall establish deadlines for cancellation and periodical revisions.

Your previously submitted application materials are to be automatically erased from our system in 3 months following the closure of the given selection procedure, unless you specifically request the retention of the materials in question.

In case you request the retention of your personal data for the purpose of consideration in future application procedures, your application materials are to be retained for 2 years following their submission, and the materials in question are to be erased afterwards without further notice.

The period of regular reviews established by our Company is: 1 year.

## **4. Access to the data, measures for data safety, transfer of data**

Access to your personal data is restricted to those employees of our Company whose duties require accessing these data. You shall be notified by our Company in advance on any potential transfer of data or making the personal data accessible, for which your specific consent shall be requested. Your personal data made available to our Company shall only be processed in connection with the disclosed positions, for the purpose of

successfully conducting the application procedure, and for a period of 3 months from the closure of the selection procedure – unless you provide your specific consent for the retention and further processing of your data (e.g. for the sake of notifying you on future job openings).

Our Company strives to carry out the processing of your personal data lawfully, fairly and in a transparent manner also for you; Personal data shall be collected for specified, explicit and legitimate purposes; The purpose of data processing shall be suitable, relevant, and limited to the extent that is appropriate.

Our Company shall take all reasonable needed measures for the sake of data security, and shall ensure the suitable level of data protection, particularly against unauthorised access, alteration, transfer, public disclosure, erasure or destruction, as well as accidental destruction or loss. This shall be ensured by implementing the suitable technical and organisational measures.

During the period of data processing, our Company shall protect the data from unauthorised access; guarantee the accuracy and completeness of the information and of the processing method; shall make sure that the data is accessible and the related means are available whenever authorised users require access.

## **5. Your rights in relation to data processing**

### *The right of requesting information*

Through our disclosed contact details, you can request information at any time on the nature of the data, the legal basis, the purpose, the source, and the period of data processing performed by our Company. Following your request, information shall be sent to your specified contact immediately, but within 30 days the latest.

### *The right of rectification*

Through our disclosed contact details, you can request the alteration of your data at any time. Following your request, the given data shall be rectified immediately, but within 30 days the latest, with a notification sent to your specified contact.

### *The right of erasure*

Through our disclosed contact details, you can request the erasure of your data at any time. Following your request, the given data shall be erased immediately, but within 30 days the latest, with a notification sent to your specified contact.

### *The right of restriction*

Through our disclosed contact details, you can request the restriction of your data at any time. The restriction shall remain in effect until the specified purpose requires the retention of the data. Following your request, the restriction shall be applied immediately, but within 30 days the latest, with a notification sent to your specified contact.

### *Right to withdraw consent*

Through our disclosed contact details, you can request at any time the withdrawal of your consent provided for the processing of your personal data. Following the withdrawal of your consent, the processing of your personal data shall be terminated immediately, but within 30 days the latest. The withdrawal of the consent shall not affect the lawfulness of data processing performed on the basis of the consent prior to the withdrawal. Once the consent has been withdrawn, your application to the disclosed position cannot be taken into consideration.

## **6. Enforcement of rights in relation to data processing**

You are entitled to place a complaint at the Data Protection Authority if you consider that the processing of personal data relating to you infringes the provisions of the GDPR. Contact details of the Data Protection Authority:

Hungarian National Authority for Data Protection and Freedom of Information

Mailing address: H-1530 Budapest, Pf.: 5.

Address: H-1125 Budapest, Szilágyi Erzsébet fasor 22/c

Telephone number: +36 (1) 391-1400

Fax: +36 (1) 391-1410

E-mail: [ugyfelszolgalat \(at\) naih.hu](mailto:ugyfelszolgalat@naih.hu)

Website: <https://naih.hu>

## **7. Amendment of the Information Document on ~~D~~ata ~~P~~rocessing**

Our Company reserves the right to alter its security and data protection measures. In such cases however, our Company shall amend its Information Document on data protection accordingly. Therefore, you are kindly requested to consider the current version of our Company's Information Document on Data Processing, since the document may be amended.

This Information Document on Data Processing shall be applied from 21 August 2019.