

Transparency Notice for Candidates
pursuant to Art. 13/14 and Art. 21 General Data Protection Regulation (GDPR)

of

Creditsafe Business Solutions Ltd. (hereinafter “Creditsafe” or “we”, “us”)

<p>1. Who is the responsible Controller for the Data?</p> <p>Who can I turn to?</p>	<p>Name and address of Controller:</p> <p>Creditsafe Group HR Department (Headed by Gareth Way CHRO) 1 Caspian Point, Pierhead Street, Cardiff Bay. CF10 4DQ.</p> <p>E-Mail: grouphr-cardiffbay@creditsafe.com Website: www.creditsafe.com Tel.: 02920 886500</p> <hr/> <p>You can reach our Data Protection Officer as follows:</p> <p>Creditsafe Group Security Department (Headed by Russell Kirby CISO) 1 Caspian Point, Pierhead Street, Cardiff Bay. CF10 4DQ.</p> <p>E-Mail: DPOCSGroup@creditsafe.com Tel.: 02920 886500</p>
<p>2. Which categories of Data does Creditsafe process for which purposes?</p>	<p>We process the following categories of data:</p> <ul style="list-style-type: none"> • <u>Information on the natural person</u> i.e.. name, given name, date of birth, marital status, Information on children, address, communication data • <u>Information on education and professional career</u> <p>of persons who express their interest to work with us on their own initiative or due to the placement of personnel consultants or to appropriate job advertisements as far as the information is necessary</p> <ul style="list-style-type: none"> • to carry out a proper application process; • to assess the suitability of the candidate for the posted position and to identify the most suitable candidate; • to comply with any pre-contractual (e.g. reimbursement of travel expenses) and legal obligations (e.g. documentation of the application process and fair treatment according to statutory Equal Treatment Acts); • if applicable, for the preparation of an offer and employment contract; • if applicable to establish an employment relationship.
<p>3. Where does the data originate from?</p>	<p>The information we process has either been provided by the candidates directly or via a third party who transfers data to us on behalf of the candidate.</p>
<p>4. What is the legal basis for processing the data?</p>	<p>The legal basis for the processing of personal data is the General Data Protection Regulation, in particular</p> <ul style="list-style-type: none"> • Art. 6 (1) (b) GDPR, which permits processing for purposes of preparing and entering into contracts, and • Art. 6 (1) (f) GDPR, which permits processing for the protection of our legitimate interests as an employer, unless there is an outweighing interest of the candidate concerned which prohibits such processing. <p>In addition, personal data is also processed by us on the basis of the consent given by the candidates. You can revoke your consent at any time. This has no retroactive effect. However, due to your revoked consent we are then no longer allowed to process your data. The other regulations permitting data processing (Art. 6 (1) (f) GDPR remain unaffected.</p>

<p>5. Who do we share your data with?</p>	<p>We only share personal identifiable information of job applicants/candidates with recipients within the Creditsafe group who need to know this information to perform their functions and obligations (e.g. employees in HR or Finance as well as potential leaders of the respective candidates), as well as third parties, who have been involved in the candidate search like e.g. headhunters who are entitled to remuneration claims because of the successful placement of candidates, or service providers who support us in the context of applicant management.</p>
<p>6. Is data transferred to a recipient outside of the European Union or the European Economic Area (i.e. a so called third country) or an international organisation?</p>	<p>We do not transfer any personal data of candidates to recipients in third countries.</p>
<p>7. How long does Creditsafe keep the data?</p>	<p>We store personal data only for as long as necessary to achieve the purposes described above and delete this at the end of the month following the calendar half year in which we have rejected a candidate provided that statutory retention periods do not require a longer retention period.</p> <p>Should you be interested in being considered for future job opportunities at Creditsafe you can give us your permission to store your data for a longer period. Such permission can be revoked by you at any time.</p>
<p>8. What are my rights as a Data Subject?</p> <p>Where can I raise a complaint?</p>	<p>According to Art. 15 GDPR you have the right to obtain information regarding all data we stored about you.</p> <p>In the event that you discover outdated or incorrect information about yourself, you have the right in accordance with Art. 16 GDPR to have it updated and corrected by us at any time.</p> <p>Furthermore, in accordance with Art. 17 GDPR, you may also have the right to have your personal data deleted provided that we have no right or authority to further process the data.</p> <p>Finally, under the conditions set out in Art. 18 GDPR, you have the right to restrict processing of your personal data.</p> <p>Please direct any inquiries for information about the data we store about you, their rectification, deletion or restriction of processing, to the contact address mentioned in point 1.</p> <p>In addition, you may require that you obtain the information you provided to us in a structured, common and machine-readable format, or that this information should be transmitted to a third party.</p> <p>In addition, you are entitled to the right of objection pursuant to Art. 21 GDPR. Please see the separate information box below.</p> <p>In addition, you can contact our supervisory authority, the Information Commissioner's Office at: https://ico.org.uk/concerns/handling/</p>
<p>9. Do I have an obligation to share or update data?</p>	<p>You do not have to provide any data. However, if you want us to decide on your application as an employee, we need your information.</p>
<p>10. Is my data used for any automated decision making?</p>	<p>As a matter of principle we do not use any candidate data for automated decision making in the meaning of Art. 22 GDPR.</p>
<p>11. Is my data used for Profiling and/or Scoring?</p>	<p>No</p>

Right to object according to Art 21 GDPR:

Right to object on grounds relating to the particular situation:

According to Art. 21 (1) GDPR you have the right to object, on grounds relating to your particular situation, at any time to processing of your personal data.

If you object we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms (e.g. to assert or defend ourselves against legal claims)

An objection does not require a particular form and should be directed to the address stipulated in paragraph 1.