

MB "SIMPLANOVA" CANDIDATES FOR EMPLOYEE POSITIONS PERSONAL DATA RETENTION POLICY

The policy on the retention of personal data of candidates for employment (hereinafter - **Policy**) sets out the basic provisions and principles of the MB "Simplanova", legal entity code: 303028709, whose registered office is located at Verkių str. 34B-201, LT-08221 Vilnius, Republic of Lithuania (hereinafter - **Simplanova** or **Company**), which apply to persons candidate for employment positions at MB "Simplanova" (hereinafter - **Candidate / Candidates**).

As part of its business strategy and development, Simplanova periodically seeks to attract new talents to work with it to achieve its goals. In the process of attracting and recruiting new talents, personal data of potential employees must inevitably be obtained and processed accordingly to ensure a proper recruitment process that meets the interests of both Simplanova and its potential employees. The purpose of this policy is to safeguard the legitimate interests of Simplanova and the persons applying to be its employees and to ensure that adequate legal protection of the Company's data and personal data is ensured.

In accordance with the principles set out in this Policy, Candidates' personal data is processed when the Company itself or through third parties carries out selection for employment with the Company (recruiting), as well as in cases where Candidates voluntarily provide data to the Company in order to seek employment with the Company.

This Policy may be amended, supplemented and updated. The current version of the Policy is available on the Company's website at www.simplanova.com

1. Candidates' personal data and its sources

- Candidate's personal data means any information that can be used to identify an individual, as well as any information about an individual who has already been identified, including the information provided in the Candidate's curriculum vitae (CV), the Candidate's questionnaire, the Candidate's cover letter and any other documents accompanying the Candidate's CV, such as, information contained in certificates, attestations, references, etc., which the Candidate communicates to the Company on his own initiative or which additionally arises in the course of the recruitment process (e.g., the results of the Candidate's practical assignments, the Candidate's personality profile assessment data, the insights and opinions of the recruiter(s), the person recommending or giving feedback, his contact details, the content of the recommendation or feedback, etc.).
- **Notes:** special categories of personal data (e.g. health data) are collected and processed only if and to the extent necessary for the selection for a specific job and as permitted by applicable law; data on the health of Candidates in the selection process is collected and processed in accordance with applicable law in order to assess whether a potential Employee is able to perform the work offered by the Company based on their health condition; special categories of data are only collected during the final stages of the selection.
- Candidates' personal data shall be processed solely for the purposes of the Company's internal administration, the recruitment process(es) and for the Company's legitimate interest in assessing the suitability of the Candidates for the employment position they want.
- The Candidate's consent to the processing of the data contained in his CV, Candidate questionnaire and/or other candidacy documents (CV, cover letter, etc.), as well as to the transfer of such data to third parties for the purposes of the Company's internal administration (employee selection) in the cases specified in the present Policy, shall be deemed to have been obtained when the Candidate submits his CV, Candidate questionnaire and/or other documents to the Company. By submitting his personal data to the Company, the Candidate confirms the correctness of the data provided and

agrees to the provisions set out in this Policy.

- If the Company receives information about the Candidate and (or) his CV and/or other candidacy documents from the Employment service under the Ministry of Social Security and Labour of the Republic of Lithuania, recruitment agencies, job search web portals, career social networks (e.g. "LinkedIn") and/or other work search, recruitment and/or intermediary services providing subjects, the Company shall be guided by the provision that the Candidate has been provided with and has received all the necessary information about the processing of his data and has given his consent to the processing of his data to the relevant entity providing such services, and such consent includes the right to provide the Candidate's data to potential employers (including the Company) to enable such potential employers to process the Candidate's data for the purposes of the selection(s).
- The Company shall process, use and store additional information about Candidates from publicly available information sources in accordance with this Policy.
- The Company shall only collect personal data of the Candidate from other sources (e.g. the Candidate's former employers, colleagues, etc.) with the Candidate's separate consent. If the Candidate's CV and/or cover letter already indicates the persons recommending the Candidate, this shall be deemed to be the Candidate's consent to the receipt of recommendations or feedback about the Candidate from the named persons and the Company shall not seek the Candidate's consent to contact the named persons.

2. Processing and storage of candidates' personal data

- If the Company does not select a Candidate and does not conclude an employment contract with him at the end of the selection process for the relevant position, all personal data of the Candidate collected for the purpose of the selection process will be destroyed by the Company, unless the Candidate has given the Company his consent to include his personal data in the Company's database of Candidates, thus agreeing to receive job offers. Candidates' personal data will be retained for a maximum period of 1 year after selection, unless other time limits are explicitly stated and there is a legitimate ground for doing so. The retention of a Candidate's personal data for a longer period than specifically stated in this Policy may only be carried out whereas:
 - (i) there are reasonable grounds for suspecting the unlawful act under investigation, and/or
 - (ii) the Candidate's details are necessary for the proper settlement of a dispute, complaint and/or
 - (iii) on other grounds provided for by law. In any event, the consent and proof of consent given by the Candidate may be retained by the Company for such longer period as may be necessary to enable the Company to defend itself against claims, demands or court actions brought against it.
- The personal data of Candidates who do not apply for a specific position in the Company but who express their wish to be included in the Company's Candidate database shall be stored for 2 years. The Company notes that the storage of a Candidate's personal data in the Company's Candidate database is not equivalent to a person's application for a specific job position, therefore the Company encourages Candidates to take an active interest in the Company's current and publicly announced job offers and to apply for the specific job positions directly by sending an email to the email address specified in the advertisement.
- Depending on the positions for which Candidates apply, their data is stored in the Candidate databases of the Company's head office or branch offices (the contact details of the relevant Company offices are listed on the Company's website in the We are Hiring section).
- The Company shall have the right, at its choice and discretion, to transfer the Candidates' data to

third parties who assist the Company in the selection of Candidates or who provide the Company with services related to the selection, evaluation of Candidates and the internal administration of the Company. Such persons may include personnel selection and / or evaluation service providers, database software providers, database administration service providers, data centres, data centres and cloud storage service providers and so on. In each case, the Company provides data to the data processor only to the extent necessary for the execution of a specific order or for the provision of a specific service. The data processors engaged by the Company may process the Candidates' personal data only in accordance with the Company's personal data retention policy and may not use it for any other purpose or transfer it to any other person without the Company's consent. In addition, they must ensure the security of the Candidate's personal data in accordance with applicable laws and agreements signed with the Company.

- The Candidate has the right to object to the inclusion and further processing of his data in the Company's Candidate database at the end of the selection process. The Candidate also has the right to update his personal data provided to the Company (by submitting the current version of the Candidate's CV, cover letter, etc. to the Company by e-mail karjera@simplanova.com, or via the "Apply now" section of the Company's website "We are Hiring" part) and/or to withdraw his consent and to request the removal of his personal data from the Company's Candidate database (by informing the Company of this by sending a message to karjera@simplanova.com indicating his name, surname, contact details and the word "REFUSE" in the message title). A Candidate's refusal to be included in the Company's Candidate database or the withdrawal of consent will not prevent the Candidate from participating in selection for the specific position in the Company of his choice.
- Candidates' personal data may also be made available to competent public authorities or law enforcement authorities/institutions, such as the police, law enforcement authorities or supervisory authorities, but only on request and only when required by applicable law or in the cases and according to the procedures provided for by law.
- The Company shall ensure that its activities continuously employ technical and organisational measures to ensure the security of personal data, to protect databases against unauthorised access by electronic communications, to record and monitor registration and access efforts and other adequate technical and organisational measures allowing to protect the personal data of Candidates received from loss, unauthorised access and other breaches of security of personal data. It should be noted that any transmission of information to the Company initiated by the data transferring person via the internet or mobile communication is at the risk of the data transferring person.

3. Candidates' rights under data protection legislation

Applicable data protection legislation gives Candidates the following rights:

(i) **Right of access to the Candidate's personal data processed by the Company:** the Candidate shall have the right to obtain confirmation from the Company as to whether the Company processes the Candidate's personal data, as well as the right of access to the Candidate's personal data processed by the Company;

(ii) **The right to rectification of personal data:** if the data provided by the Candidate to the Company has changed or the Candidate considers that the information processed by the Company about him is inaccurate or incorrect, the Candidate has the right to request that this information be amended, clarified or rectified;

(iii) **The right to withdraw consent:** The candidate has the right to withdraw his consent at any time and to request the cessation of the further processing of his personal data which is based on consent. Withdrawal of consent does not affect the lawfulness of processing based on consent carried out before the withdrawal of consent.

(iv) **The right to lodge a complaint with the responsible supervisory authority:** if the Candidate considers that his personal data is being processed by the Company in breach of the requirements of data protection legislation, the Company asks the Candidate to first contact the Company directly. If the Candidate is not satisfied with the solution proposed by the Company or if, in the Candidate's opinion, the Company does not take the necessary action in accordance with the Candidate's request, the Candidate shall have the right to lodge a complaint with the State Data Protection Inspectorate (L. Sapiegos str. 17, 10312 Vilnius; tel. (8 5) 271 2804, 279 1445; e-mail: ada@ada.lt);

(v) **The right to delete personal data (the right to be forgotten):** In certain circumstances specified in the data processing legislation (when personal data is processed illegally, the basis for data processing has disappeared, etc.), the candidate has the right to request that the Company delete the Candidate's personal data.

(vi) **Right to object to the processing of personal data:** in certain circumstances listed in the data protection legislation (where the data is processed on the basis of a public or legitimate interest, etc.), the Candidate has the right to object to such processing of his personal data;

(vii) **The right to restrict the processing of personal data:** in certain circumstances listed in the data protection legislation (where personal data is processed unlawfully, the Candidate contests the accuracy of the data, objects to the processing of the data on the basis of the Company's legitimate interest, etc.), the Candidate shall have the right to request that the processing of his personal data be restricted;

(viii) **The right to data portability:** the Candidate has the right to transfer the data processed by the Company by automated means (applied only in respect of the Candidate's data processed in the Company's Candidate database) to another data controller. The Company will provide the Candidate with the Candidate's data requested by the Candidate to be transferred in the format normally used in the Company's systems and readable by a computer, and, if the Candidate so requests and if technically possible, the Company will transmit the Candidate's data directly to the other data controller indicated by the Candidate.

4. Procedure for dealing with applications from candidates

- A candidate may contact the Company with a complaint, notification, request (hereinafter - **Request**) regarding issues related to the processing of his personal data by e-mail karjera@simplanova.com or by physically coming to the Company's head office at Verkių str. 34B, Vilnius (to contact the Personnel manager).
- In order to protect the data of all its Candidates from unauthorised disclosure, the Company will be obliged to identify a Candidate upon receipt of a Candidate's request for the provision of data or the exercise of other rights of a Candidate. For this purpose, the Company may ask the Candidate to provide proof of identity.
- The response to the Candidate's Request shall be made no later than one month from the date of receipt of the Request. In exceptional cases requiring additional time, the Company shall have the right to extend the deadline for reply by a further two months upon notification to the Candidate.
- If the Candidate's Request is made by electronic means, the Company will also respond to the Candidate by electronic means, unless this is not possible (e.g. due to the extreme volume of information) or the Candidate asks for a response in another way.
- The Company shall refuse to comply with the Request with a reasoned reply where specific circumstances are established referred to in the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (OJ 2016

L 119, p. 1), or in other legislation, by informing the Candidate in writing thereof.

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