Recruiting privacy policy

This Privacy Policy explains how Mapon ("Mapon", "we", "us") processes information about you during the recruitment process when you apply for a Mapon vacancy. Here you will also find information about your rights regarding the personal data you provide to us.

The controller of your personal data is the Mapon group entity to which your personal data has been submitted in connection with the recruitment process. You can see our contacts in the Contact information section.

1. What personal data we process?

1.1. During the recruitment process we may process:

- Information that you provide when you apply to a vacancy (personal data in your CV, application letter and any other information that you have added to the application);
- Information that you provide during the interview or at any other time, when we communicate with you during the recruitment process; Information that you provide while doing the practical or technical task;
- References or recommendations we receive from the people you have indicated;
- Any other information you give us in order to apply for the vacancy or internship.

1.2. We do not require any special category personal data (data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic, biometric, health data or data concerning person's sex life or sexual orientation). But if you choose to provide such information, we will process it according to this Privacy Policy.

1.3. If it is reasonably necessary, we may look up information about you, your skills, experience, qualifications or any other information that you have posted and made publicly available on social networking sites, for example LinkedIn, Facebook, Instagram, X, etc.

2. Purpose for personal data processing and legal basis

2.1. We process the above-mentioned personal data in order to evaluate the applications and select the most suitable candidates for the particular vacancy and, if necessary, defend our legal interests.

2.2. We process the information we collect on the basis of your consent, our legitimate interests and our legal obligations. The legal basis for data processing may differ for specific data types and the purpose for processing. Note that we may process the same personal data for multiple purposes at the same time and will therefore be subject to more than one legal basis.

2.3. Our legitimate interests include the necessity to select and recruit employees, ensure internship opportunities for students and defend our legal interests in case of a dispute arising from the recruitment process.

3. Who can receive your personal data?

3.1. Your personal data may be shared with third parties who provide different data processing related services (for example, hosting and data storing services, HR data processing tools, communication and content delivery and monitoring networks, legal, IT and financial advisors, etc.). These service providers may only receive the minimum amount of personal data and only when necessary. We will share your personal data only with such service providers who have undertaken to comply with confidentiality requirements as well as obligations set out in applicable data protection laws.

3.2. Some of our service providers may be established outside the European Union, therefore we may need to transfer data outside the European Union. However, when transferring data to third countries, we comply with all the requirements of the applicable law in order to ensure an adequate level of data protection.

3.3. If there are any complaints about the recruitment process, we may also be required to share information with the relevant public authorities.

4. Data retention

4.1. Any information that you give us when applying to a vacancy and during the recruitment process, will be kept in our database for 3 months from the moment when vacancy isn't available publicly.

4.2. We may continue to store copies of your personal data as reasonably necessary to comply with our legal obligations, to resolve disputes between us, to prevent fraud and abuse, to enforce our agreements, and/or to protect our legitimate interests.

5. Your rights

> 5.1. You have the right to request access to your personal data, correct or amend it, restrict data processing, request portability or deletion of your personal data.

> 5.2. You can exercise your rights by reaching us using the above-mentioned contact information. We will evaluate such requests in accordance with the applicable law and will respond within 30 days.

> 5.3. Please note that we will need to verify your identity before we disclose any information, therefore we may ask you to give us additional information.

> 5.4. Furthermore, if you believe that we have unlawfully processed your personal data, you have the right to submit a complaint to the above-mentioned contact information, or to your respective data protection supervisory authority.

6. Privacy policy changes

We may occasionally amend this Recruitment Policy. Any amendments will be posted on our website and we will notify you in case of material amendments.

7. Contact information

If you have any questions about your personal data or this Recruitment Policy, or if you would like to file a complaint about how we process your personal data, please contact us by using the contact details below:

> **Mapon Latvia**
> info@mapon.com
> Address: Ojara Vaciesa 6B, Riga, LV-1004, Latvia

> **Mapon Spain**
> contacto@mapon.com
> Address: Carrer d'Àlaba, 56B - 2nd floor 08005, Barcelona, Spain

> **Mapon Finland**
> suomi@mapon.com
> Address: Äyritie 8 E, 01510, Vantaa, Finland

> **Mapon Estonia**
> estonia@mapon.com
> Address: Osmussaare 20 (Boks 2), 13812, Lasnamäe, Tallinn.

> **Mapon Lithuania**
> lietuva@mapon.com
> Address: Ukmergės g. 223, Vilnius

> **Mapon Denmark**
> denmark@mapon.com
> Address: Søndergade 19L - 8464, Galten

> **Mapon Sweden**
> sverige@mapon.com
> Address: Trollebergsvägen 14, 222 29, Lund

> **Mapon Ireland**
> ireland@mapon.com
> Address: Drumollard, Ballyjamesduff, N/A, A82NY0

This Recruitment Policy is effective as of 11 May 2020.