

INFORMATION FOR PERSONAL DATA PROCESSING OF JOB/ INTERNSHIP CANDIDATES IN UBB AD

Dear candidates,

UBB AD (hereinafter referred to as UBB/the Bank), is company, registered in the Trade Registry to the Registry Agency with ID 000694959, with headquarters at 89B, Vitosha Blvd., Sofia. In order to ensure maximum security and alignment with the law of the processes, related to the processing of your personal data, UBB has appointed a Data Protection Officer, who can be contacted for issues related to the processing of personal data at dpo@ubb.bg.

The protection of your personal data is important for the Bank. We have undertaken all necessary organizational and technological measures, to process your personal data in a manner that is lawful, appropriate and transparent. The following privacy statement on the processing of personal data clarifies for which purposes and on what grounds we will process your personal data.

We recommend that you read this information carefully, in order to learn more about the manner of processing of your personal data. Regardless of what are the purposes and the grounds for processing your personal data, UBB will treat your data with equal care. Also, this document contains information for your rights and the manners how you can exercise them.

1. Personal Data Subjects

The purpose of this Privacy Statement is to inform you how UBB processes your personal data in your capacity of:

- Job candidate in UBB;
- Candidate for internship in UBB.

2. Purposes for processing personal data

The Bank processes your personal data for the purposes of recruitment for the position, that you are applying for. UBB processes the personal data that you have provided by submitting an application for participation in a recruitment or have been received in direct contact with you during a conversation or an interview with a UBB employee.

UBB may process a limited set of your personal data (full name, email address and/or telephone number) received by a current employee of the Bank, who has recommended you as a suitable candidate for an open position. In this case, an employee from the Human Resources Management Directorate at the Bank will contact you for more information, request a CV and a possible appointment for a meeting/job interview, after receiving document signed by you, through which you will be introduced in detail with the categories of data, objectives and rights you have as a job/internship candidate at UBB AD.

The personal data that you provide to UBB and which may be obtained during the interviews and other contacts with the candidate are processed as part of the procedure for recruitment and employment of current and/or future vacancies. Personal data can also be used to inform you for future vacancies at the Bank, which may be of your interest, in case you have request it, when it's applicable.

In case you want to apply for a position through your LinkedIn profile for job vacancy published in LinkedIn, you agree that UBB will process the information that is contained in your LinkedIn profile for selection purposes.

3. Categories of personal data that are processed

In its capacity of a Personal Data Controller, UBB processes the following categories of personal data:

- Identification data (full name, date and place of birth, nationality, photo, permanent address, address for correspondence, contact phone etc.)
- Social identity (e.g. education, qualifications, work experience, CVs, previous work experience, languages, scientific/academic degree, etc.)

UBB does not collect or process sensitive data about applicants, including information on race, political, religious or ideological beliefs or sexual preferences.

In a specific situation, if there is a need for UBB to obtain additional information constituting personal data of candidates, UBB will request their explicit written consent.

The information on job/internship candidates collected and processed by UBB is appropriate, relevant and necessary for the specific purposes for which it was received and processed.

Candidates are informed that the information they provide should be up to date, accurate and complete in order the selection process to be conducted properly. Candidates expressly declare that the information provided is accurate and reliable.

The candidates expressly agree that UBB may verify the accuracy and completeness of the data provided when applying, by contacting a previous employer(s) and/or a specific designated contact person, including an educational institution.

Failure to provide or provide incorrect data would result in the impossibility of evaluation of your application and would hinder your participation in the selection process for the position you are applying for.

4. Term of storage of personal data

Personal data contained in the documents provided by you when applying for a position in the Bank, shall be kept within 6 months from the recruitment for the position, that you applied for, after that shall be deleted, unless you have explicitly provided consent for processing of such data for a longer period than the specified (e.g. for processing for the purposes of appropriate future positions in the Bank).

The Bank has the right to store personal data of participants in a recruitment procedure, contained in the internal documents created by UBB and its employees regarding the procedures for recruitment and selection of personnel, for the purposes in accordance with art. 52 of the Law on protection against discrimination for period of 3 years.

5. Rights of the Personal Data Subject

As a Personal Data Subject processed by UBB, you have certain rights, which can be exercised by applying for exercising a right under the requirements of the Personal Data Protection Act in one of the following ways:

- email to recruitment@ubb.bg - the application should be signed with an electronic signature according to the Electronic Document and Electronic Certification Services Act

- at 89B Vitosha Blvd., Sofia, UBB, Head Office, Human Resources Management Directorate or

- at any UBB bank branch.

UBB guarantees you equal access and opportunity to exercise the following rights:

A. Right to access - Upon your request, as a Personal Data Subject, the Bank shall provide information about the categories of personal data related to you, which are being collected and processed by the Bank, and information about the purposes and terms of the processing, the recipients or categories of recipients to whom your data is disclosed and the sources of this data, except the cases when the data was collected directly from you.

B. Right to rectification, suspension of processing (imposition of restrictions on processing and/or deletion) – upon your request, the Bank is obliged to correct, delete or suspend the processing of your personal data in cases where the processing is unlawful. The Bank notifies any third party to whom your personal data has been disclosed, of all rectifications and deletions made to your personal data, as well as in cases of suspension of the processing of your personal data.

C. Right to data portability – In your capacity of Personal Data Subject, you have the right to request to receive the personal data concerning you, which you have provided to UBB, in a structured, commonly used and machine-readable format and you have the right to transmit/transfer that data to another Controller without hindrance from UBB, where the processing is based on consent or on a contract and the processing of your personal data is carried out by automated means.

D. Right to object – In your capacity of Personal Data Subject, you have the right to object to the processing of your personal data when the processing of personal data is based on the Bank's legitimate interest. The Bank shall review the objection as soon as possible and shall provide its opinion in writing. After reviewing the objection, the Bank will generally suspend the processing of your personal data and will notify all interested parties to whom the personal data have been disclosed for the objection received and of the measures taken in this regard. In some cases, however, the Bank has an indisputable legal basis to continue the processing of your personal data even after receiving the objection (for example, in cases of lawsuits, fraud suspicions, etc.). In such cases UBB will contact you to clarify the reasons why it will continue processing your personal data.

E. Right to withdraw the consent for the processing of your personal data, in case the Bank processes them based on your consent, which the Bank has explicitly requested, and you have provided explicitly in a separate declaration. You can withdraw by means of the same declaration.

F. Right to lodge a complaint with the Commission for Personal Data Protection (CPDP) – In your capacity as Personal Data Subject, you have the right to lodge a complaint with the Commission for Personal Data Protection (CPDP) against the actions of UBB in connection with the processing of your personal data.

When exercising your rights, please be as specific as possible so that your question is answered accurately and correctly.