



CV PROCESSING POLICY

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The Company with the name **PROVIL S.A.**, with registered offices in the Industrial Area of Thessaloniki at A3 Street, GR-57022, Sindos, Thessaloniki, undertakes to protect the Personal Data disclosed to it, irrespective of their source [e.g. via CV, whether in hard copy or electronic form, via third-party associated staff-finding companies, etc.], always in accordance with European Regulation No 679/2016 on the protection of personal data.

The Company safeguards the lawful and appropriate procedure for the protection and confidentiality of the personal data it receives, *inter alia*, in order to prevent any unauthorised access thereto and to the equipment used to process or archive said data.

PURPOSE OF USE OF PERSONAL DATA

The provision of your personal data in the context of submitting your CV for a position at the Company takes place on a self-evidently voluntary basis, otherwise the assessment of the likelihood of your hiring would not be feasible.

Processing is necessary in order for steps to be taken, at the request of the data subject, prior to entering into a contract, in accordance with Article 6(b) of the Regulation.

The Company warrants that it shall not use your Personal Data for purposes other than those cited herein without notifying you in advance and, where necessary, obtaining your approval. The Company does not share personal data with unrelated third parties.

PERIOD OF PERSONAL DATA RETENTION AND USE

The Company undertakes to keep your CV in a secure site with controlled access for up to 6 months after the position has been filled. You may request the erasure of your personal data within a shorter period of time, which the Company shall effect.

NOTIFICATION OF PERSONAL DATA

The Company may notify your personal data to specific individuals at the Company for the purposes of the candidate employee selection process, e.g. Accountancy Department, Heads of Department, Management, etc.

In any event, the Company shall take the necessary steps to ensure that all Personal Data transmitted enjoy an acceptable level of protection.

DATA SECURITY AND INTEGRITY

The Company applies reasonable policies and procedures for technical and organisational security in order to protect personal data and information from loss, misuse, alteration or destruction.

Furthermore, it endeavours to ensure that access to your personal data is limited to those persons who need to be made aware of them. Persons with access to the data shall respect their confidentiality.

PERSONAL DATA RIGHTS

Should you so wish, you have the right to access, rectification and erasure of your personal data, as well as the right to restriction and object to their processing at any time. You also have the right to request the transfer of your data to a different Controller.



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In order to exercise all your aforesaid rights, you can submit a relevant request to the company via e-mail at: info@provil.gr

Should you exercise any of your aforesaid rights, the Company shall take every possible measure to satisfy your request within one month of receiving it, notifying you in writing of the satisfaction of your request or the reasons hindering the satisfaction of one or more of your requests, as well as the reasons for any delay on our part beyond one month. Additionally, the company shall notify you of your further rights in the event of undue response on its part. This information is provided by the Company free of charge, as a rule, provided the request for notification and information is not submitted in a repeated, excessive and/or manifestly unjustified manner.

Where your consent is required with regard to any of the personal data the Company collects, you shall always have the right to withdraw your consent, notifying us either by means of a letter sent to the Company’s registered offices at Industrial Area of Thessaloniki, A3 Street, GR-57022, Sindos, Thessaloniki, or an e-mail message sent to info@provil.gr, always including your full data and the reason for contacting us. It is expressly noted that the withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

If you feel that the Company is infringing the applicable legislation on personal data in any manner, you have the right to lodge a complaint with the competent Supervisory Personal Data Protection Authority: <http://www.dpa.gr>, 1-3, Kifissias Street, GR-11523, Athens, Tel.: 210 6475600, e-mail: contact@dpa.gr. In this case, we would particularly appreciate prior communication on your part with the Company’s Data Protection Officer, either by means of a letter sent to the Company’s registered offices at Industrial Area of Thessaloniki, A3 Street, GR-57022, or an e-mail message sent to info@provil.gr, always including your full data and the reason for contacting us.

We thank you for trusting us and assure you of our swift response to any request, query or complaint.

Controller:

Data Protection Officer:

I have been made aware of the foregoing:

City ,/.../ 2022

Full name

Signature

Notes:

1. Please return the signed form via e-mail at info@provil.gr
2. In order to exercise your rights, please ask the Company to send you the relevant request form.