

## Notice to job applicants about our processing of your application data

We would hereby like to explain how your personal data will be processed by MedNet Greece, and inform you of your rights under data protection law.

### **Who will be responsible for processing your data, and how can you reach our Data Protection Officer?**

The party responsible for processing your data is

#### **MedNet Greece Commercial Services Société Anonyme**

3, Pergamou str.  
Nea Smirni, Athens  
Tel.: +30 2109307900  
Fax: +30 210 9307601

The contact details of our branches are:

MedNet GREECE SA - CYPRUS Branch  
2 Amfipoleos str., Markou Tower, 2025 Strovolos  
Nicosia - CYPRUS  
Tel.: +357 22450752  
Fax: +357 22519819

MedNet GREECE SA - ROMANIA Branch  
54B, Iancu de Hunedoara Bd.  
Avantgarde Office Building, 1st floor  
Bucharest - ROMANIA  
Tel.: +40 314335040  
Fax: +40 314377184

You can reach our **Data Protection Officer** by e-mail to: [dpo@mednet.com.gr](mailto:dpo@mednet.com.gr)

### **What categories of data do we use, and where do we get it from?**

The categories of personal data that we will process particularly include your basic information (such as first name, surname, title, citizenship), contact data (e.g. home address, telephone (mobile, land phone) number, e-mail address] and all the data from the application process (particularly your cover letter, cv, reference letters, questionnaires, interviews, qualifications and previous experience). We will use special types of personal data (such as medical information, religion, degree of disability) only if you voluntarily disclose it to us in your application letter or during the application process, and your consent or a statutory rule allows us to use it. We also collect your data through video surveillance at certain areas of our premises in Athens, Greece (such as at the entrance to our headquarters' building, the perimeter of the headquarters' building or the entrance to the parking garage).

As a rule, we will collect your data directly from you during the hiring process. In addition, we may receive data from third parties (e.g. personnel agencies, third parties that you have designated as references), to whom you have made your data available for disclosure.

### **For what purposes, and on what legal basis, will we process your data?**

We will process your data on the basis of the provisions of the EU General Data Protection Regulation (GDPR) and the relevant national laws (Greek, Cypriot, Romanian, as applicable).

Our data processing mainly serves to run and complete the application process, and to evaluate whether candidates are suited to fill the respective position. It is necessary for us to process your data in order to decide whether there are grounds for offering you an employment or services contract. Art. 6 para. 1 b) of the GDPR constitutes the main legal basis for this. In some cases we base ourselves on any express consents you may have given, as per Articles 6 para. 1a) and 7 of the GDPR [e.g. to apply your application documents for other job openings at MedNet Greece or the Munich Re (Group)]. If you provide such consent, you have the right to revoke it for the future at any time.

Any processing of special types of personal data shall take place only where we have obtained your express consent (Art. 9 para. 2 a) of the GDPR.

We may also process your data to fulfil our legal duties as a potential employer or services recipient, e.g. based on legal provisions or to compare your data against sanctions lists to comply with counter-terrorism (e.g. Council Regulation 2580/2001), where applicable. The latter are both based on Art. 6 para. 1 c) of the GDPR.

In addition, we may use your data

- for statistical purposes (e.g. studies of candidate behaviour). Any statistics are collected purely for internal purposes and the findings are not individualised, but rather always remain anonymous.
- for the persecution of criminal offences
- for establishing, exercising or defending legal claims, except where there is an overriding interest of you as a data subject for not so processing your data.

Should we wish to process your personal data for a purpose not listed above, we will inform you of this in advance.

### **Who do we disclose your data to?**

We handle your data confidentially at all times. Only those staff and departments (e.g. HR department, Top Management, manager of the department where the vacancy is) at our company who need your personal data for the hiring decision, in order to execute their contractual and statutory duties, will receive it.

In addition, we may disclose your personal data to other recipients outside the Company (e.g. external accounting services providers), if that is necessary to conclude the employment or services contract with you.

### **Do we transmit data to countries outside Europe (third countries)?**

We do not transmit any of your personal data outside the European Economic Area (EEA). If, in the future, we need to transfer personal data to service providers or Group companies outside the European Economic Area (EEA), we will notify you in advance and will do so only if the European Commission has confirmed that the respective country's level of data protection is sufficient, or if data protection is otherwise sufficiently guaranteed (for example through binding group data protection provisions, or the European Commission's standard contractual clauses). You may obtain further information on this issue, as well as about the level of data protection at our third country service providers (if any), from [dpo@mednet.com.gr](mailto:dpo@mednet.com.gr).

### **How long will your data be saved?**

We will delete your personal data six months after the end of the application process. This does not apply if statutory rules prevent the deletion, continued saving is necessary for evidence purposes, or if you have consented to a longer period.

If we are unable to offer you a position but based on the information that you furnished we are of the opinion that we might be interested to consider your application for a future position, we will ask your consent for doing so during the six month retention period.

### **What privacy rights can you claim as a data subject?**

Using the email address **dpo@mednet.com.gr**, you may request **information** about the personal data we have stored under your name. In addition, under certain conditions you may request that your data be **deleted** or **corrected**. Furthermore, you may also have a **right to object or restrict the processing** of your data and a **right to disclosure**, in a structured, common and machine-readable format (right to portability), **of the data you have made available**.

You may contact the aforementioned Data Protection Officer or the data protection authority should you have any complaints.

For Greece: Data Protection Authority, 1-3 Kifissias Ave., PC 115 23, Athens, Tel.: 210 6475600, Fax:210 6475628, E: [contact@dpa.gr](mailto:contact@dpa.gr)

For Cyprus: Office of the Commissioner for Personal Data Protection, Iasonos 1, 1082 Nicosia, Cyprus, P.O.Box 23378, 1682 Nicosia, Cyprus, Tel: +357 22818456, Fax: +357 22304565, E: commissionerdataprotection.gov.cy

For Romania: The National Supervisory Authority For Personal Data Processing, 28 30 Magheru Blvd, District 1, Bucharest, T +40 318 059 211, F +40 318 059 602, [www.dataprotection.ro](http://www.dataprotection.ro)

### **Are you obligated to provide your data?**

In your application documents you must provide the personal data that is necessary for us to run the application process and assess whether you are suited. Without such data, we will not be able to complete the application process and make a decision about whether to conclude an employment or services contract with you.

Last updated: 05/2020