

Notice on the processing of personal data in the process of recruitment and selection

Thank you for your interest in HDL Design House, Golsvortijeva 35, 11000 Belgrade (hereinafter: "HDL") as an employer. HDL collects and processes your personal data in the process of recruitment and selection in a legal, fair and transparent manner in accordance with the current Personal Data Protection Law.

This notice refers only to the process of recruitment and selection until the moment of employment. The processing of personal data of HDL employees is the subject of a special notice on the processing of personal data.

Purpose and legal base for personal data collecting and processing

Data from your application to the job ad is processed exclusively for the purpose of selecting and hiring candidates and exclusively by persons participating in the recruitment and selection process. The processing of personal data in the recruitment and selection process is based on your consent to the processing. The personal data you have entered in the online form is recorded only if you agree to the processing. Then, based on the entered data, your user account is created and it is possible to supplement your application for an open position with additional documents and information.

There is no legal obligation to provide us with your personal data. However, without personal data we cannot contact you, nor can we carry out the selection process for a specific position.

Types of personal data

In the process of recruitment and selection, we process the basic set of personal data that you submitted in your CV and online application (name and surname, contact information, education, work experience).

In the further course of the selection process, we process data on the fulfillment of mandatory and desirable conditions - qualifications prescribed for the open position, as well as data on the possession of appropriate skills and professional knowledge. If necessary, we process data on the psychological assessment of professional potential (based on the assessment of cognitive abilities, personality characteristics, professional interests). We process the data for the purpose of assessing the competencies required for a specific position.

Method of collecting personal data

We collect data in the recruitment and selection process directly from you through your online profile and from the documents you attach. The candidate is obliged to provide accurate personal information about himself. During the selection process, we collect data based on conducted interviews and, if necessary, conducted psychological tests and practical skills tasks.

We can also collect data about candidates indirectly from our employees in case they want to recommend a candidate for an open position in HDL. We invite people who have been recommended by our employees to apply for the job ad, and if they make a personal application for the job ad, we process their data in the selection process. In case the recommended person does not apply for the position, HDL will delete his/her personal data within two working days of sending the invitation to apply.

Recipients of personal data

Processors of personal data are natural or legal entities that process personal data on behalf of HDL exclusively based on written instructions of HDL for specific purposes and based on a concluded contract on the processing of personal data. HDL undertakes all necessary measures to ensure that the engaged processors strictly comply with the Personal Data Protection Law and written instructions, as well as that they have taken appropriate measures to protect personal data.

Personal data may be disclosed to authorities to which HDL is authorized or obliged to provide personal data based on the law that regulates the specific delivery of such data. If necessary, we can perform a security check of your data in cooperation with the competent authorities of the Republic of Serbia and in accordance with applicable laws.

Since the resources of service providers located outside the Republic of Serbia are also used for the processing of your personal data, we inform you that the country in which this processing takes place is on the list of countries where an appropriate level of protection of personal data is provided.

Period of storage of personal data

In the event that, based on your initial application, you are not hired at HDL, we would like to keep your data for the needs of future open positions. In that case, we may contact you to offer you an open position for which we believe you have the relevant competencies. Consequently, we will keep your data for 2 years from the date of submission of the application, unless you decide to delete your data before the end of that period, which you can do by withdrawing your consent to personal data processing as well as by submitting a request for data deletion in the manner prescribed by law. Please note that the withdrawal of consent does not affect the admissibility of processing that was carried out based on consent before the withdrawal of consent.

Security of personal data

HDL continuously undertakes all the necessary protection measures to ensure the safe use and storage of personal data, and to ensure appropriate measures to protect the rights, freedoms and legitimate interests of the person to whom the data refer.

HDL employees have access to personal data in accordance with the nature of the work they perform and the assigned right to access data only to the extent that it is minimally necessary, with the obligation to act in accordance with HDL normative acts that regulate the field of recruitment and selection.

Rights in relation to personal data

Based on the Personal Data Protection Law, if HDL processes your personal data, you have the right to:

- to information on processing and access to personal data,
- to correct and supplement personal data,
- to delete personal data,
- to limit processing,
- data portability,
- to object to the processing of personal data.

You can exercise your rights in connection with the processing of personal data in the following way:

- submit a request to the e-mail address privacy@hdl-dh.com,
- a request form will be sent to your e-mail address,
- attach the completed request form as a document on your profile.

HDL will respond to the request/objection without delay, and no later than within 30 days from the date of receipt of the complete and correct request. This deadline can be extended by another 60 days if necessary, considering the complexity and number of requests. HDL will inform the applicant about the extension of the deadline and the reasons for that extension within 30 days from the date of receipt of the request.

If HDL has reasonable doubts about the identity of the person who has submitted a request for the exercise of rights or when it cannot reliably identify the person who is contacting via electronic means, HDL will request the submission of additional information necessary to confirm the identity of the person.

In cases where it cannot reliably identify the person requesting the exercise of its rights, HDL can refuse to act on the person's request only if it presents that it is unable to identify him.

Submitting a complaint to the Commissioner for Information of Public Importance and Personal Data Protection

The supervisory body for the protection of personal data in the Republic of Serbia is the Commissioner for Information of Public Importance and Protection of Personal Data, Bulevar kralja Aleksandra 15, Belgrade (in this text: the Commissioner).

The person to whom the personal data refers has the right to file a complaint with the Commissioner if he believes that the processing of his personal data by HDL is in violation of the provisions of the Law.

Contact for additional questions and information regarding the processing of personal data:

HDL Design House doo

Dragan Marković

Personal Data Protection Officer

Golsvordijeva 35, 11000 Belgrade, Serbia

e-mail: d-markovic@hdl-dh.com