

Job Applicants Privacy Notice

Data controller of the filling system: NiceLabel / Euro Plus d.o.o., Poslovna cona A 2, 4208 Šenčur, Slovenia Slovenia and any other [NiceLabel Group Company](#) to which you are applying. (hereinafter collectively also: NiceLabel)

Person responsible for data protection issues: Boris Zupančič, IT&Quality Assurance, privacy@nicelabel.com

As part of any recruitment process, NiceLabel collects and processes personal data relating to job applicants. NiceLabel is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the NiceLabel collect about you and what sources do we use?

NiceLabel collects a range of information about you. This includes the following information:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which NiceLabel needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to in the country of establishment of NiceLabel Group to which you are applying;

NiceLabel collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

NiceLabel will collect personal data about you from third parties only based on your consent, safe for the information that can be collected without your consent based on the relevant legislation.

Data will be stored in a range of different places, including on your application record, our servers and data centres of provider Microsoft based in Netherlands and Ireland (<https://products.office.com/en-us/where-is-your-data-located?geo=Europe#Europe>).

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	+1 262 784 2456	+386 4280 5000	+49 6104 68 99 80	+86 21 6249 0371
www.nicelabel.com	sales.americas@nicelabel.com	sales@nicelabel.com	sales@nicelabel.de	sales@nicelabel.cn

Why does NiceLabel process personal data?

NiceLabel needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, NiceLabel needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the Slovenia before employment starts.

NiceLabel has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows NiceLabel to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. NiceLabel may also need to process data from job applicants to respond to and defend against legal claims.

NiceLabel processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, NiceLabel is obliged to seek information about criminal convictions and offences. Where NiceLabel seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, NiceLabel will keep your personal data in a special file for one year in case there are future employment opportunities for which you may be suited. NiceLabel will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who receives my data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

NiceLabel will not share your information with third parties, unless your application for employment is successful and it makes you an offer of employment.

Will my data be transferred to third countries or to an international organisation?

Your information may be transferred outside the countries of European Economic Area (EEA), since the OneDrive application of provider Microsoft has global technical support being active 365 days and is working based on the availability of its IT personnel and subcontractors who are seated on different continents. Based on the aforementioned, although the data of EU clients of Microsoft are stored in EEA countries, the international transfers of your information to the third countries having EU non-compliant data protection

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laws may be realized, for example because remote IT maintenance services of IT personnel or subcontractors may be performed from India or Belorussia (please see <https://www.microsoft.com/en-us/trustcenter/privacy/who-can-access-your-data-and-on-what-terms>, chapter Lists of subcontractors who have access to customer data).

Therefore, your information is transferred to non-EEA countries based on the GDPR compliant safeguard mechanism Standard Contractual Clauses. (<https://www.microsoft.com/en-us/licensing/product-licensing/products.aspx>, please see document *Online Services Terms*, Appendix 3).

If you are located in the EEA, your information is transferred within [NiceLabel Group](#) to the non-EEA companies based on the Standard Contractual Clauses.

How long will my data be stored?

If your application for employment is unsuccessful, NiceLabel will hold your data on file for some time after the end of the recruitment process. The length of storage depends on the following circumstances:

- Evidence regarding the compliance with the requirements for filling a vacancy (e.g. CV, recommendations, certificates, ...) provided by you should be stored 6 months following the end of selection procedure;
- Documentation submitted and created in your selection procedure (the notice of vacancy, applications submitted by candidates, analysis of applications, invitation to interviews, examinations, minutes of the selection procedure, selection decision, notice to selected and unsuccessful candidates, complaints) will be stored five years following the date of the selection decision (in case of judicial disputes the evidence should be stored till the final completion of legal proceedings);
- NiceLabel will keep your personal data in special file for one year in case there are future employment opportunities for which you may be suited.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file.

What data protection rights do I have?

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require NiceLabel to change incorrect or incomplete data;
- require NiceLabel to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- ask NiceLabel to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override NiceLabel's legitimate grounds for processing data;

- following the end of selection procedure require that your information submitted to us in a structured, generally used and machine-readable format are transferred to you or your potential or future employer;

Information on your right to object under article 21 of the EU General Data Protection Regulation (GDPR)

1. Ad hoc right to object

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on article 6 (1) e) GDPR (processing in the public interest) and article 6 (1) f) GDPR (processing for the purposes of safeguarding legitimate interests); this includes any profiling based on those provisions within the meaning of article 4 (4) GDPR. If you lodge an objection, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or unless the processing is for the establishment, exercise or defence of legal claims.

2. Right to object to the processing of data for marketing purposes

In certain cases, we process your personal data for direct marketing purposes. You have the right to object at any time to processing of personal data concerning yourself for such marketing, which includes profiling to the extent that it is related to such direct marketing. If you object to processing for direct marketing purposes, we will no longer process your personal data for such purposes.

If you would like to exercise any of these rights, please contact our person responsible for data protection issues.

Non-EU nationals can only exercise the above-mentioned rights to a limited extent in accordance with their applicable national legislation.

Where can I complain?

If you believe that the NiceLabel has not complied with your data protection rights, you can complain to the data protection authority of the country where the NiceLabel entity in question operates. Contact information of the competent authority of each NiceLabel's operation country can be found [here](#).

Non-EU nationals can only complain to their relevant national regulatory authority, if such right exists under their applicable national legislation.

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Am I under any obligation to provide personal data?

You are under no statutory or contractual obligation to provide data to NiceLabel during the recruitment process. However, if you do not provide the information, NiceLabel may not be able to process your application properly or at all.

To what extent is automated decision making (including profiling) carried out?

As a rule, we do not make decisions based solely on automated processing as defined in article 22 GDPR to establish and implement the selection procedure. If we use these procedures in individual cases, we will inform you of this separately, provided that this is prescribed by law.

Which law do we apply for processing personal data?

The processing of personal data in NiceLabel's filing system is governed by the European Union's applicable data protection legislation as well as applicable national laws [of countries where NiceLabel is established](#).

How can we update this Privacy Notice?

NiceLabel may modify this privacy policy, and if we make material changes to it, we will provide notice on our website or by other means, to provide you the opportunity to review the changes before they become effective and binding.