

By sending your CV or other documents (curriculum vitae, cover letter, etc.), you give the right that UAB GET Baltic (company code: 30861178), registered office address: Geležinio Vilko st. 18A, Vilnius, tel. +370 5 360000, e-mail info@getbaltic.com (hereinafter - the Company) would be the controller of your personal data and would process your personal data for the purpose of selecting candidates for vacancies in the Company (for internal administration).

We process the personal data you provide when sending your documents (resume, cover letter, etc.):

- Name and surname;
- Date of birth;
- Address
- Telephone number;
- Email mail address;
- Education;
- Other data confirming the required qualification (including the subject characteristics you specify);
- Work experience: last workplace, seniority at the workplace, positions held, other work experience;
- Knowledge of foreign languages: language, reading, writing, speaking levels;
- Ability to work with computer programs;
- Photo of the candidate (if provided);
- other data and reasons, desired salary;
- other information provided in the resume, recommendation and/or cover letter.

We collect your personal data related to your qualifications, professional abilities and professional qualities from your former employer only after informing you beforehand, and from your current employer only with your consent.

DATA PROCESSING TERMS

Data acquisition source

Resume or other related documents sent by you. GET Baltic may receive information (after informing you about it) from other third parties:

- Recommending persons;
- Current or former employers.

Also, in accordance with the provisions of the Law on Prevention of Corruption of UAB EPSO-G group of companies, reserves the right to apply for information about selected candidates for certain positions, the list of which is approved by the head of UAB GET Baltic.

You can find the list of officers [here](#).

Personal data of special categories

When you applying, we would ask you to provide only that information that is directly related to your competence, skills and experience and that would help us to better assess your potential and career opportunities. Please do not provide personal information that is not significant in evaluating your candidacy, such as: political views, state of health, nationality, address, social security code, religion, philosophical beliefs.

If you are applying for a job for which special categories of personal data (related to the candidate's health, criminal record, etc.) are processed during the employee selection process, they are processed to the extent provided by the Law on the Protection of Important Objects for National Security and the Law on the Prevention of Corruption, and special categories of data about your health are collected and processed in the selection process in accordance with valid legislation, only in order to assess your work capacity and/or your ability to work in occupational risk conditions.

The specified personal data of special categories will be collected only in the final stages of selection (before providing you with a specific job offer).

Data retention period

We will store your data during the selection process (for which you have submitted your CV or other documents) and for 1 year after the end of the selection process. After receiving your consent, we will keep the data for another 1 year, so that if a suitable position appears according to your resume during this period, we can offer you to participate in the selection. The data is processed for the purpose of evaluating the employee's acceptance and suitability for specific duties, so we will contact you as soon as a suitable position for you becomes available.

Obtaining data from third parties

The company may receive your personal data as a candidate from third parties, such as:

- Recruitment agency,
- Other companies of UAB "EPSO-G" group of companies (if you gave separate consent for data transfer to UAB "GET Baltic"),
- Employees of UAB "EPSO-G" company group, who recommend you as a candidate to work for UAB "EPSO-G" company group.

If we invite you to an interview about data processing, you will be informed by phone, and personal data will continue to be processed in accordance with the principles described in this privacy notice.

Transfer of data to third parties

We can transfer your data for processing only to the following third parties:

- Recruitment companies that assist us in the selection of candidates and provide us with recruitment, candidate assessment and internal administration services. We provide only as much data as is necessary to provide a specific service.
- To other companies of UAB EPSO-G group of companies, which conduct or will conduct selection in the near future for a similar position that you applied for in UAB GET Baltic. We will transfer your data only after receiving your separate consent.
- To supervisory authorities or law enforcement agencies, if required by applicable legislation or in defense of legal claims.

Your personal data is not provided to external countries or outside the EU.

As our potential candidate, you have the following rights:

- the right to know (to be informed) about the processing of your personal data - we implement this information notice and other information notices for your perusal;
- the right to get acquainted with the processed personal data;
- the right to demand correction of your personal data;
- the right to demand the deletion of your personal data ("right to be forgotten"), if this can be justified by one of the reasons provided for in Article 17 GDPR. 1 day;
- the right to restrict the processing of your personal data. Request to limit the processing of your personal data, when one of the cases provided for in Article 18 of the GDPR applies;
- the right to object to the processing of your personal data;
- the right to withdraw your consent to process personal data when we process your personal data on the basis of consent.

To exercise your rights as a data subject, submit your requests, complaints or demands to us in writing:

- by e-mail info@getbaltic.com
- sending by mail to the address Gelezinio Vilko st. 18A, LT-08104 Vilnius;
- upon arrival at the Company, at the address Gelezinio Vilko st. 18A, Vilnius;
- contacting the Company's data protection officer.

We will respond to received requests, complaints or demands in writing in accordance with the procedure and deadlines established by legislation and provide information as soon as possible, but no later than within 30 days of receiving the request. This period may be extended by another two months if necessary, depending on the complexity and number of requests. The company will inform you about such an extension within one month of receiving the request, together with the reasons for the delay.

If, upon receipt of a request, complaint or demand, suspicions arise regarding the identity of the applicant, we have the right to ask for the applicant's identity document and/or in accordance with the procedure established by legal acts and/or electronic means of communication that allow proper identification of the person, to confirm their identity.

If you believe that GET Baltic violates data protection legislation when processing your personal data, you have the right to file a complaint with the State Data Protection Inspectorate by mail L. (Sapiegos st. 17, LT-10312, Vilnius) or online (<https://vdai.lrv.lt>).