	POLITICA DE PRIVACIDAD PARA CANDIDATOS HAUTAGAIENTZAKO PRIBATUTASUN POLITIKA RECRUITING PROCESSES PRIVACY POLICY		
	CENTRO DE ENSAYOS Y ANALISIS CETEST S.L.		
Kodea / Código/ Code: A02.01.019	Edizioa / Edición/Issue: 01	Data / Fecha / Date: 31/07/2018	Orrialdea / Página / Page 7 / 9

RECRUITING PROCESSES PRIVACY POLICY

1 Object

This Privacy Policy establishes the basis in which CETEST (hereafter “The Company”) manages the processing of the personal data collected from candidates during the recruitment processes of The Company.

2 Data controller contact information

The contact information of The Company as responsible for the processing of personal data of the candidates is the following:

- Address: c/Lazkaibar s/n, 20200 Beasain. Spain
- Email: cetest@cetestgroup.com

3 Personal information collection

Personal information collected by The Company have been obtained directly from you or your legal representative acting as data subject.

Candidates are responsible for ensuring the accuracy of the personal information and the notification of any change or modification to them.

4 Purposes of processing

The Company, acting as data controller, will process your personal information with the purpose of managing the recruitment process of the current vacancies. Candidates are informed that their personal information will only be disclosed to a third party once they have been selected and when needed for the evaluation of the candidate through aptitude tests, exams or others equivalent. Additionally we inform that personal data disclosure to a third party is limited to the minimum information required for the evaluations, and we request them not to use personal information for any other purposes.


5 Basis for processing

The legal basis for data processing is the given consent of the candidate or its legal representative.

The candidates will have the right to withdraw consent at any time. The corresponding provisions to the withdrawal of the consent in the section 8 will be applicable.

6 Personal information receipts and disclosure

Personal information receipts, in addition to the data controller may be:

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- Companies, branches, and business which are permanent establishments of the Group, including those located outside the European Union
- Companies in which the Group is a shareholder
- Suppliers, agents and other commercial collaborators of the Group
- Whichever companies or collaborating agents with the Group who have access to personal information due to the services delivered in the framework of their activities.

7 Information storage period

Personal information provided will be stored as long as the exercise of the processing purposes described in this privacy policy, and while the removal or revocation of the consent is not requested. If this is the case, personal information will be blocked for the time needed in compliance with a legal obligation or the establishment, exercise of defense of legal claims that could arise from the data processing.

8 Candidates rights

Data controllers commit to respecting the privacy of Personal Information and guarantee the execution of their rights.

The candidate has the **right to access** to the personal information, to request the **correction** of the non-accurate information or, to **demand the removal** of the information when, among others, the information is not necessary for their original purposes.


In some circumstances, the candidate may request the **limitation of the processing** of the information, in which case the personal information will be stored for the establishment, exercise or defense of legal claims.

In addition, in other circumstances and due to reasons related to the particular situation, the candidate may **object to the processing** of the personal information. In such cases, The Company will cease from processing the information, unless the objection cannot be accepted due to legitimate interests, or the establishment, exercise or defense of legal claims.

The candidate will have the **right to withdraw the consent** for processing, without affecting the lawfulness of processing based on the consent before the withdrawal. In that case, data processing based on legal interest different from the consent will not be affected after the withdrawal of the consent.

In some circumstances, the candidate will have the right to **receive any personal information** provided to The Company in a structured format, commonly used electronic form and mechanical reading, and to **transmit them to other data controller**.

Likewise, the candidate will have the **right not to be subject to a decision based**

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solely on automated data processing.

In any moment, the candidate will be able to **exercise his rights** in a written communication to the postal address previously mentioned or via the following email address cetest@cetestgroup.com

The candidate, especially if the results of exercising his/her rights is not successful, is entitled to **file a complaint with the Spanish Data Protection Agency**.

9 Updates and communication channels

The Company makes the commitment to inform the candidate in any moment to if in any case a different or new data processing purposes mentioned in section 4 of the privacy policy is performed, as long as the candidates given consent is still in force.

The communication channels will be those that are authorized as official in the company at all times.