

Privacy Policy

Data protection is a core value for our Company. In the course of data processing necessarily related to our activities, we pay particular attention to the protection of personal data provided to or otherwise obtained by our Company from job applicants, employees, business partners' contact persons (hereinafter: "Data Subject").

Details of the data controller:

Name: Jobtain HR Szolgáltató Kft., (hereinafter: Company/Controller)

Company registration number: 01-09-724595

Tax number: 13227236-2-43

Registered seat: H-1094 Budapest Tűzoltó utca 72. Ü-1.

Mailing address: H-1094 Budapest Tűzoltó utca 72. Ü-1.

E-mail: adatvedelem@jobtain.hu

Phone: +36-30/974-60-35

Website: www.jobtain.hu

Contact details of the Data Protection Officer: adatvedelem@jobtain.hu

A. General definitions:

What is personal data?

Information relating to you as a natural person by which you are or can be directly or indirectly identified. Personal data will retain this quality during processing as long as the relationship with the data subject can be re-established.

What is sensitive data?

Data related to racial or ethnic origin, political opinions, religious or philosophical beliefs or trade-union membership, genetic or biometric data, health data and data concerning sex life or sexual orientation.

What does data processing mean?

Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, access, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction,

B. What is the purpose of data protection and this notice?

The purpose of data protection regulation is to ensure that data controllers and processors only process your personal data in accordance with the General Data Protection Regulation (GDPR) and other laws in the course of their activities, provide you with adequate information and are accountable for compliance.

C. Data processing related to the services of Jobtain HR Szolgáltató Kft

1. Application for job vacancy

Data processing related to the services of Jobtain HR Szolgáltató Kft. applies in principle to all Data Subjects who use or endeavour to use the services of Jobtain HR Szolgáltató Kft. through the application and registration forms available on its websites (*jobtain.hu*, *partner.jobtain.hu*, *ukraina.jobtain.hu*), the forms of the Facebook enquiries and job advertisements, in relation to the posts and events published on the official Facebook pages of Jobtain / Jobtain – Transylvania / Jobtain – Ukraine or through private (Messenger)

messages sent to these pages or through advertisements on job portals, and in doing so sends or otherwise provides his or her data to our Company.

In addition to the above application, it is possible to:

- personal data recording: At the Company offices or at an event organised by or with the participation of our Company,
- provision of data on own initiative: to an application or inquiry received by phone or e-mail

The purpose of data processing is at least one of the purposes related to the services provided by Jobtain HR Szolgáltató Kft., namely:

- identification of the natural person, contacting,
- to find and offer the most suitable job opportunity for a natural person, based on their qualifications, skills, and needs,
- establishing a link between the natural person and the recruitment organisation, carrying out the selection procedures,
- support for the creation and/or maintenance of employment relationships of natural persons (placement),
- the creation and maintenance of temporary employment relationship.

Scope of the processed data:

- last name and first name,
- place and date of birth,
- residence address,
- address of the place of stay,
- phone number (mobile, landline),
- e-mail address,
- professional qualification,
- school qualification,
- the position applied for,
- health data (*health data will be processed only and exclusively if the request for such data is indispensable for the assessment of the position*)
- previous work experience
- foreign language skills,
- driving licence,
- other CV data,
- other information voluntarily provided in a cover letter
- public data from social media profiles
- personal data listed in [Annex 1](#), which must be registered in order to establish the employment relationship

We do not necessarily ask for all the information listed above, but there is some information that is essential to assess for filling the position or is absolutely necessary for us to be able to proceed with establishing the employment relationship.

If the employment relationship is not established, the personal data you provide will be anonymised, i.e. you will no longer be identifiable by our Company.

When applying for a job advertisement, it is possible to provide a recommendation or a reference from someone else (e.g. a previous employer).

Our Company does not intend to process any sensitive personal data (e.g. contained in a CV or otherwise communicated on the recorded line, Messenger, Facebook or e-mail) that you have provided to us without explicit request, and therefore our Company requests that you do

not provide such data unless explicitly requested. Your data will not be used for purposes other than those stated.

Legal basis of data processing: your consent, in other cases the legal basis for processing is the performance of a contract, the fulfilment of a legal obligation or a legitimate interest.

Period of data retention:

The data will be retained and processed by our Company in its databases, in our Company's Google Drive password-protected, locked cloud storage and in its double-identification protected candidate management system for 36 months from the date of acceptance of the last data processing statement. If not used, the data will be automatically deleted after 36 months.

Your rights in relation to data processing are set out in more detail in section K of this policy.

This period only applies if no employment relationship is established in the meantime.

When can you request the erasure or rectification of your data?

Any inaccurate data processed by our Company will be rectified by our Company upon your request without delay, and any incomplete data will be completed. In all cases, we will notify you of the rectification or erasure by e-mail.

When can you request information about the processing of your data?

You can request information about the processing of your personal data (exercise your right of access) at any time. Upon request, our Company will provide you with information about the personal data processed, who processes the data and for what purposes. Information can be requested at the adatvedelem@jobtain.hu (email) address.

Method of data processing: paper-based and electronic

Data transfer:

Our Company also transmits data to potential employers (companies that have commissioned Jobtain HR Szolgáltató Kft. to provide temporary employment or placement services for a given position) in the context of temporary employment and placement services in order to establish employment.

By accepting this Privacy Notice, you consent to the transfer of, and access to, your data by the following employment partner companies, service providers, accommodation providers and public authorities that have a contractual relationship with our company:

- potential employers
- Jobtain 2012 Kft
- occupational health physician
- banks
- insurance companies
- labour safety advisor
- attorney-at-law
- tour organisers
- iSolutions Informatikai Kft.
- Hireify Kft.
- MiniCRM
- TeMarketinged
- LEHOCZKY Viktória EV.

- authorities

When transferring data, we pay particular attention to the security of the data—in compliance with the strict requirements of the GDPR—and take all measures to ensure that unauthorised persons cannot access it.

In the case of third country (non-EEA) candidates and employees, the level of data protection legislation in the third country to whose territory the personal data are transferred may be lower than the level of EU legislation, and the third country to whose territory the personal data are transferred may not provide an adequate level of protection.

According to Article 49 (1) of the GDPR, in the absence of an adequacy decision pursuant to Article 45 (3) or appropriate safeguards pursuant to Article 46, including binding corporate rules, the transfer or multiple transfers of personal data to a third country or an international organisation may only take place if at least one of the conditions set out therein is met. According to item (a) of this clause, the transfer may also take place where the data subject has given his or her explicit consent to the envisaged transfer after having been informed of the potential risks of the transfer due to the lack of a conformity decision and adequate safeguards.

In the absence of appropriate safeguards, the transfer may give rise to risks that you cannot be sure that your rights under the GDPR, as set out in chapter K, will be enforceable.

For example, if your data is transferred to a third country, you may not have a supervisory authority or a data protection officer in the third country, you may be able to go to court, but your data will be handled under completely different rules, etc.).

1. Data processing related to employment relationship

The purpose of the processing is to ensure the conditions of the employment relationship and to maintain contact, as well as to exercise the rights and fulfil the obligations arising from the employment relationship between the Data Subject and the Controller in connection with the performance and termination of the employment relationship, in accordance with the provisions of the labour contract and the Labour Code.

The scope of the personal data concerned, the purposes for which the data are processed, the legal basis for the processing and the duration of the processing are set out in [Annex 1](#) to the Privacy Notice.

Method of data processing: paper-based and electronic

Our Company only makes copies of documents the registration of which is required by law or in the legitimate business interest of our Company.

In all other cases, our Company will only request documents from the data subjects for verification purposes and for presentation only.

Sensitive data provided by the employee (e.g. on health) will be processed by our Company in order to protect the employee's interests and to comply with its legal obligations relating to the establishment and maintenance of the employment relationship and other legal obligations.

Our Company does not process sensitive data that you have provided to us without your explicit request, so please do not provide such data unless you have explicitly requested it.

The Controller will process sensitive data only if one of the conditions set out in Article 9 (2) of the GDPR is met.

Jobtain HR Szolgáltató Kft. may process your personal health data in connection with the prevention of an epidemic related to an emergency in the country or the consequences thereof, in order to protect your health and life.

By accepting this statement, you acknowledge that you have received:

- information that the processing of your health data, as set out in [Annex 1](#), is necessary for the establishment of your employment relationship
- information that you may withdraw your consent to the processing of your health data at any time, but your employment may be terminated if you withdraw it
- detailed written information on data processing.

Data transfer:

In addition to the partners and authorities listed in [Annex 1](#) of this Privacy Notice, the following partners and service providers may also receive transferred data or, in certain cases, given access to the personal data processed.

- Hireify Kft
- TeMarketinged
- LEHOCZKY Viktória EV.
- iSolutions Informatikai Kft.
- Google
- WordPress
- Labour Safety
- Attorney-at-law
- Accommodation providers
- Recruiting companies
- Auditor
- Accountant
- Telecommunication service providers
- Banks
- Parking companies
- IT company

1. Data processing of the business partners and contact persons related to the services of Jobtain HR Szolgáltató Kft.

Purpose of data processing: it is in the legitimate interest of the Controller and the business partner to process the contact details, as it is necessary for the conclusion and performance of the contract between the Controller and the supplier, subcontractor, and other collaborating partner, for the maintenance of the contract, for the sending of notifications to the contracted partner regarding the concluded contract. The Controller only processes the contact person's data that are strictly necessary, thus the contact person's fundamental rights and freedoms are not infringed by the processing and do not take precedence over the above legitimate interests of the Controller and the contracted partner.

Scope of the processed data:

- name, denomination, title
- electronic mailing address
- phone number
- address
- connected company name and the fulfilled position as appropriate
- sole entrepreneur registry number
- sole entrepreneur's tax identification code
- sole entrepreneur's address

Legal basis of data processing: the legitimate interest of JOBTAIN Kft. to ensure proper communication and the smooth operation of business.

Time limit of data processing: 36 months from the date of providing consent. If the legal basis for the processing is the performance of a contract, the duration of the underlying contract, but if the personal data is also included in a contract and/or invoice, then 8 years under the Accounting Act.

If the employment/agency relationship of the contact person concerned with our business partner is terminated and the partner or the contact person concerned notifies us in writing, we will delete his/her data within 30 days of receipt.

Method of data processing: paper-based and electronic

D. Marketing newsletter and profiling:

The purpose of processing the data is to send you e-mails for marketing purposes and, after contacting our Company, to maintain business contact with you, inform you about job opportunities and invite you to events, based on the information you have voluntarily provided.

The data of job applicants will only be processed according to the level of service required. Data will be collected in the ways set out in this document.

Our Company processes the data in such a way as to be able to provide you with a job offer that best matches your personal preferences, interests, and qualifications. This personalised approach requires the full-scale use of the data provided to us. Please be informed that if you do not wish to receive personalised **marketing e-mails**, you have the option to opt-out in the privacy statement.

Please note that no automated decision-making takes place.

If you no longer wish to receive marketing e-mails, you may unsubscribe from the newsletter at any time. You can also unsubscribe from the newsletter by clicking on the *Unsubscribe* link at the bottom of the newsletter, by sending a message to ugyfelszolgalat@jobtain.hu, by calling our central customer service +36 30 974 60 35 or by contacting us by post (JOBTAIN Kft. H-1094 Budapest Tűzoltó utca 72. Ü-1.) and providing the e-mail address indicated.

E. Cookies

Our Company's website, like many other websites, uses cookies to ensure the proper use of the website, to enhance the user experience and to optimize marketing communications, for which we ask for your explicit prior consent when you first visit the website. Please read our [Cookie Notice](#) carefully before giving your consent.

The user may delete cookies from his/her computer or disable their installation or use in his/her browser, however, disabling cookies may affect the comfort of the browser or result in problems with the functioning of the website.

F. Photo and video recordings:

Photos and video recordings may be made at our Company's registered office, premises, branches and any other corporate events and other events organised by our Company, regardless of the location.

The purpose of data processing is to facilitate our Company's own marketing and advertising activities and to promote employment with our Company, such as the publication and communication to the public of images and videos specifically made for this purpose on our Company's own websites, other web interfaces, online press and social network portals (Facebook, LinkedIn, Instagram, Twitter, YouTube, etc.), as well as in the printed press, advertising materials and flyers.

We will inform Data Subjects in detail in the event description about how we process and publish the recordings, classified as mass recordings, taken at our events. In all other cases, we will require a specific written consent of the Data Subjects for the creation, publication, and processing of the images.

Please be informed that you have the right to withdraw your consent to the publication of the recordings, in which case the Controller may further use the images and video recordings only if there is another legal basis for this.

Please be informed that the Controller's registered office and premises are not monitored by cameras. In the case of camera surveillance at our Partners' registered offices and premises, our Partners are required to inform the data subjects accordingly.

If a significant incident (e.g. vandalism) occurs at the above-mentioned locations and the Partner concerned provides the video recordings to the Controller as evidence, Jobtain HR Szolgáltató Kft. has a legitimate interest to process the recordings provided to it in accordance with the provisions of the GDPR.

G. General data processing principles:

Our Company's data processing principles comply with the applicable data protection legislation, in particular the following:

- REGULATION (EU) No 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Regulation (EC) No 95/46/EC—GDPR (General Data Protection Regulation)—
- Act CXII of 2011 on the Right to Informational Self-Determination and Freedom of Information (Act on Information) and sectoral legislation,
- Act C of 2000 on Accounting,
- Act CL of 2017 on the Rules of Taxation and implementing legislation
- section 99/A of Act LXXXI of 1997 on Social Security Pension Benefits (Act on Social Security Pensions) (on the verification of service time)
- Act CVIII of 2001 on certain aspects of electronic commerce services and information society services.
- Act I of 2012 on the Labour Code
- Act V of 2013 on the Civil Code,
- Act CXXXIII of 2005 on the rules of personal and property protection and private investigation,

H. What measures do we take to keep your data safe?

Our Company takes all reasonable technical and organisational measures to protect your personal data against, among others, accidental or unlawful destruction, loss, alteration, unauthorised disclosure, or access.

We ensure the secure processing and storage of data by means of locked storage in the case of paper-based data media, the assignment of rights in the case of electronic data management, encryption in the case of data transmission, and physical and software protection of computing and communication devices.

I. Who are authorised to process my data?

The data will be processed only by authorised employees of our Company in the performance of their duties. Only designated staff members are authorised to access the stored data. The scope of authorised persons is set out in clauses C. 1, 2 and [Annex 1](#) of our Privacy Policy.

In order to protect the data, our Company instructs all persons authorised to process the data to comply with the provisions of this information notice and the law and obliges them to maintain confidentiality.

J. What should I do if I find out that my personal data has been accessed by unauthorised persons?

If you become aware of any problems with the processing of your personal data or become aware that your data has been accessed by unauthorised persons, you can notify us through the [Data Breach Notification Form](#) accessible on the website operated by our Company. The system will automatically notify the staff member in charge, who will take the appropriate action in accordance with the law and within the deadline and notify the authority if the conditions of notification are met. Once the investigation has been carried out, and depending on its outcome, the data subject will be informed by e-mail in the details required by the regulations.

K. What rights and remedies do I have regarding the processing of my personal data?

1. Requesting information

You can request information about the processing of your personal data at any time. At your request, our Company will provide you with information about your data we process. You can contact us at adatvedelem@jobtain.hu with any privacy-related questions or comments or exercise your rights as set out in this document.

2. Right of withdrawal

Consent to data processing previously given on a voluntary basis may be withdrawn by you at any time. You may request the withdrawal of your consent by sending an e-mail to adatvedelem@jobtain.hu, by calling our central customer service +36-30/974-60-35 or by post to our Company (Jobtain HR Szolgáltató Kft, H-1094 Budapest, Tűzoltó utca 72., fsz. Ü-1). When exercising this right, please note the information at the end of clause 2 (termination of employment).

3. Right of access

You may receive feedback from our Company at any time as to whether your personal data is being processed and, if such processing is ongoing, you have the right to access your personal data and the following information:

- the purposes of data processing;
- the categories of the personal data concerned;
- the recipients or categories of recipients to whom or which the personal data have been or will be disclosed
- the planned period of storage of the personal data;
- your right to request our Company to rectify, erase or restrict the processing of personal data concerning you and to object to the processing of such personal data,
- the right to lodge a complaint with a supervisory authority

- information about the data sources; if the personal data was not collected from you,
- the fact of automated decision-making, including profiling, and the logic used and clear information about the significance of such processing and its likely consequences for you
- where personal data are transferred to a third country, the data subject has the right to be informed of the appropriate safeguards for the transfer in accordance with Article 46 of the GDPR.

We will provide you with the requested information within a maximum of one month from the date of your request, by a channel or on a medium that is also suitable for you.

4. Right to rectification

Any inaccurate data processed by our Company will be rectified by our Company upon your request, and any incomplete data will be completed. In all cases, we will notify you of the rectification or erasure by e-mail. You may request our Company to rectify your data by sending an e-mail to adatvedelem@jobtain.hu, by calling our central customer service +36-30/974-60-35 or by post. (Jobtain HR Szolgáltató Kft, H-1094 Budapest, Tűzoltó utca 72. fsz. Ü-1.)

5. Right to erasure:

You may request the erasure of your personal data for the following reasons at any time, and our Company shall erase your personal data without undue delay if:

- the personal data are no longer necessary for the purposes for which they were collected or otherwise processed,
- you withdraw your previously freely given consent and there is no other legal basis for the processing,
- you object to the processing and there are no overriding legitimate grounds for the processing,
- the personal data have been unlawfully processed,
- personal data must be erased in order to comply with a legal obligation under Union or Member State law to which the controller is subject,
- the expiry of 3 years from the date of acceptance of the privacy statement (providing consent),

The above shall not apply where the processing is necessary: for the exercise of the right to freedom of expression and information; for compliance with an obligation under Union or Member State law to which the controller is subject to which requires the processing of personal data; for reasons of public interest in the sphere of public health or for archiving, scientific or historical research purposes or statistical purposes in the public interest; or for the establishment, exercise or defence of legal claims.

6. Objection

You may object at any time, on grounds relating to your particular situation, to the processing of your personal data necessary for the purposes of the legitimate interests pursued by the controller or a third party, including profiling based on such processing.

If you object, your Company may no longer process your personal data unless there are compelling legitimate grounds for doing so which override your interests, rights and freedoms or are connected to the establishment, exercise, or defence of legal claims.

Restriction of the exercising of rights

The above rights may not be exercised, and our Company is not obliged to comply with the request, if the processing is necessary for the fulfilment of a legal obligation to which our Company is subject and the processing is lawful (e.g. processing in connection with taxation, social security).

Enforcement of rights

Any complaint or objection regarding the data processing by our Company should be addressed to us as the data controller at the e-mail address adatvedelem@jobtain.hu, by calling our central customer service +36 30 974 60 35 or by post (Jobtain HR Szolgáltató Kft, H-1094 Budapest, Tűzoltó utca 72. fsz. Ü-1.), so that we can investigate the complaint or objection as soon as possible.

Representative of the controller:

Contact details of the data protection officer:

Contacting the data protection authority, lodging a complaint:

If you consider that the processing of personal data concerning you is in breach of the General Data Protection Regulation and that your rights under the Regulation have been infringed, you may lodge a complaint with the supervisory authority at the following contact details:

Name: National Authority for Data Protection and Freedom of Information
Registered seat: H-1125 Budapest, Szilágyi Erzsébet fasor 22/C.
Mailing address: H-1530 Budapest, Pf.: 5.
Phone: +3613911400
Telefax: +3613911410
E-mail: ugyfelszolgalat@naih.hu

Judicial way:

If you consider that the processing of personal data concerning you is in breach of the General Data Protection Regulation and that your rights under the Regulation have been infringed, you may turn to court.

The lawsuit will be adjudicated by the regional court (Budapest-Capital Regional Court) having jurisdiction according to the registered office of the Company as the defendant.

You may also opt to bring the case in the regional court of your domicile or residence.