

# BT ROC KFT. AND BT GLOBAL EUROPE B.V HUNGARIAN BRANCH OFFICE

## RECRUITMENT NOTICE

The purpose of this data processing notice is to ensure that BT ROC Kft. (registered office: 1117 Budapest, Budafoki út 91-93.; registered number: 01-09-960828; and **BT Global Europe B.V Hungarian Branch Office** registered office: 1117 Budapest, Budafoki út 91-93., registered number: 01-17-001367, hereinafter both as: "BT") informs all data subjects (hereinafter: "**Data Subjects**") about the processing of their personal data in connection with their job application at BT.

Please be advised that if you disclose personal data other than your own to BT, you will be required to obtain the relevant Data Subject's consent to the disclosure.

BT's data protection policies and other information associated with BT's data processing activities are available at:

<https://www.globalservices.bt.com/en/legal/regulatory-legal-statements/hungary> and on the intranet site: <https://hr.bt.com/en-hun/working-at-bt/hr-policy-library> at all times. BT reserves the right to modify this statement, and if it does so, it will announce such modifications in accordance with the applicable regulations.

BT may transfer the Data Subject's personal data to members of the BT Group that operate outside the European Economic Area. It does so in line with BT's Binding Corporate Rules (hereinafter: "BCR"). If you wish to view a copy of the BCR, please contact BT's Data Protection Officer identified in Section 3 below.

### 1. DATA PROCESSING

#### 1.1. SELECTION PROCESS

*Purpose:* The purpose of the data processing is to identify and evaluate candidates for positions at BT.

*Legal basis:* The candidate by applying and sending his/her CV to BT unequivocally and expressly agrees to the data processing by BT concerning the recruitment to the advertised position.

*Personal data processed:* Your name, photo, phone number, place and date of birth, residential address, email address, qualifications, professional experience and other skills provided in your CV, photo and video images.

*Source of the personal data:* BT will obtain the personal data directly from you as a Data Subject or from its data processors or from head-hunter companies listed at point 4. below.

BT may ask the candidates to present a criminal record issued by the relevant authority in the following roles:

- (i) „C” level roles;
- (ii) Security related roles like: Physical security, Security operations, Security audit roles;
- (iii) Positions in which responsibilities include money transfers and have decision making rights over specified amounts (e.g. management/approval of a budget

- above a specified amount), procurement roles with decision making rights, Account Payable roles, Payment Card Industry roles;
- (iv) Positions that serve financial institutes, health care provider customers or have access to these customer's data or such customer's customer data; or
  - (v) Roles that have access to business secrets, protected confidential data or knowledge and/or special categories of personal data.

BT does not make a copy of the criminal record, neither stores it in any form. Data processing related to criminal records is limited to the fact that the record has been presented to BT. BT does not transfer data related to the criminal records to third parties.

*Duration:* BT will process the personal data in accordance with paragraph 1.2 and 1.3 below.

Selection process may include video interviewing. The remote video interview tool is provided by Hirevue as BT's data processor. BT will keep the recorded images of unsuccessful candidates for one year from the date of rejection. Video interviews of successful applicants will be retained for six month from the commencement of employment.

## **1.2. UNSUCCESSFUL APPLICANTS' CV RETENTION**

*Purpose:* The purpose of data processing is to consider unsuccessful applicants for future positions at BT and sending related job offers.

*Legal basis:* The consent of the applicant. The candidate by sending his/her CV to BT and by participating in the video interview, unequivocally and expressly agrees to the data processing by BT for one year from the date of rejection in order to be considered for potential future positions and to receive related job offers.

*Personal data processed:* Your name, photo, phone number, place and date of birth, residential address, email address, qualifications, professional experience and other skills provided in the CV, recorded images of video interview.

*Source of the personal data:* BT will obtain the personal data directly from you as a Data Subject.

*Duration:* BT will process the personal data for one year from the date of rejection.

## **1.3. SUCCESSFUL CANDIDATES' DATA PROCESSING**

*Purpose:* The purpose of data processing is the verification of successful candidates and employment at BT.

*Legal basis:* The consent of the successful candidate.

*Personal data processed:* Your name and data in your CV provided during the recruitment then during the on-boarding: EIN, passport, personal ID, residence card, driver's licence number, photo, certificate of marriage, other documentation proving identity or address, statement of no criminal record, certificate/diploma of highest education/qualifications, letter of reference from previous employer(s) or school, name phone number email and position of the person providing it, recorded images of video interview.

*Source of the personal data:* BT will obtain the personal data directly from you as a Data Subject.

*Duration:* In case of verified candidates the personal data will be processed in accordance with the BT Employee Privacy Notice. Personal data of rejected candidates as a result of the verification process will be deleted immediately.

## 2. STORAGE AND SECURITY OF THE PERSONAL DATA

Date processing will take place at the registered office of BT and its data processor(s).

BT will select and operate information technology equipment and systems for its data processing operations with a view to ensuring that the personal data are:

- a) accessible to all authorised persons (availability);
- b) authentic and authenticated (authenticity);
- c) certified to be unmodified (data integrity);
- d) protected against unauthorised access (confidentiality).

BT has introduced appropriate measures to protect your personal data, particularly against unauthorised access, alteration, transfer, disclosure, erasure or destruction, and against accidental destruction, loss of integrity and inaccessibility due to changes in technology.

## 3. DETAILS OF THE DATA CONTROLLER

### **BT ROC Kft.**

Registered office: 1117 Budapest, Budafoki út 91-93.

Registered number: 01-09-960828

Data protection officer: Katalin Méhes

E-mail: [dpo-cee@bt.com](mailto:dpo-cee@bt.com)

### **BT Global Europe B.V. Hungarian Branch Office**

Registered Office: 1117 Budapest, Budafoki u. 91-93.

Registered number: 01-09-960828

Data protection officer: Katalin Mehes

E-mail: [dpo-cee@bt.com](mailto:dpo-cee@bt.com)

Other members of the BT Group may also process your personal data specified in this notice. If you would like to receive more information about this, please contact the Data Protection Officer.

## 4. DATA PROCESSORS

### **Hirevue**

Registered office: 10876 South River Front Pkwy

#500, South Jordan, UT 84095

VAT ID: 20-2438190 Tel.: +1800 655 4106

E-mail címe: [privacy@hirevue.com](mailto:privacy@hirevue.com)

### **Karrier Hungária**

Address: 1075. Budapest, Madách I. út 14.

Company Registration Number: 01-09-676230,

Contact: Ruff Gabriella

Telephone: +36 1 354 2060

E-mail: [ruff.gabriella@karrierhungaria.hu](mailto:ruff.gabriella@karrierhungaria.hu)

**Jobsgarden Személyzeti Tanácsadó Kft.**

Address: 1037 Budapest Montevideo utca 16/b  
Company registration Number: 01 09 698643  
Contact: Erna Domanovszki  
Telephone: +36 1 439 2940  
E-mail: [office@jobsgarden.hu](mailto:office@jobsgarden.hu)

**Manpower Munkaerő-szervezési Kft.**

Address: 1133 Budapest, Váci ú. 76.  
Registration Number: 01-09-069811  
Contact: Ildikó Enslin  
Telephone: + 36 1 411 1590  
E-mail: [manpower@manpower.hu](mailto:manpower@manpower.hu)

**CPL Jobs Kft.**

Registered office: 1062 Budapest, Teréz körút  
55. A/2.emelet  
Registration Nr.: 01-09-925917  
Contact: Dobos Imre  
Tel.: +36 30 518-3348  
E-mail: [Imre.Dobos@cpljobs.hu](mailto:Imre.Dobos@cpljobs.hu)

**Adecco Személyzeti Közvetítő Kft**

Registered office: 1134 Budapest, Váci út 45.  
Building G Floor 7  
Registry Nr.: 01 10 046053  
Contact: Daniel Leuschner  
Tel.: +3630/410-5956  
E-mail: [daniel.leuschner@adecco.com](mailto:daniel.leuschner@adecco.com)

**Randstad Hungary Kft.**

Address: 1024 Budapest Lövőház utca 39.  
Company Registration Number: 01-09-729305  
Contact: Dóra Gosztola  
Telephone: +36 1 411 2090  
Email: [info@randstad.hu](mailto:info@randstad.hu)

**Trenkwalder Személyzeti Szolgáltató Kft.**

Address: West End Business Center, 1132  
Budapest, Váci út 22-24. Floor 3.  
Registration Number:01-09-687040  
Contact: Göndöcs Viktor  
Telephone: +36 1 354 09 33  
Email: [v.gondocs@trenkwalder.com](mailto:v.gondocs@trenkwalder.com)

**Hays Hungary Kft.**

Address: 1054 Budapest, Szabadság tér 7.

Company Registration Number: 01-09-883262  
Contact: Gábor Czakó  
Telephone: +36 70 4122190  
E-mail: [czako@hays.hu](mailto:czako@hays.hu)

#### **C-Mentor Bt.**

Address: 1037, Hungary, Budapest, Laborc u.4.  
Telephone: +36 1 368 4011  
Contact: Bernadette Balogh  
E-mail: [bernadette.balogh@c-mentor.com](mailto:bernadette.balogh@c-mentor.com)  
Purpose of data processing: administration of official matters for foreign nationals

## **5. LEGAL REMEDIES**

If you have any questions, comments or complaints in connection with BT's processing of your personal data, you can contact BT by using the contact details stated in Section 3 above. You can also use these contact details to request access to your personal data, object to the processing of your personal data, request the restriction of processing, or request the rectification or erasure of your personal data.

BT will evaluate your request and inform you about its decision as soon as reasonably possible but in no event later than 25 days after the submission of the request. You will be informed about the decision in writing or electronically, if you submitted your request in that manner.

The management of your request will be free of charge if you have not submitted another request concerning the same data in the same year. The management of your request will also be free of charge if you have submitted another request concerning the same data in the same year and the relevant data had to be rectified or erased, or the relevant data processing restricted, due to a fault on BT's part. Otherwise, BT will be entitled to charge you for the costs that it directly incurs in connection with the management of your request.

Please note that if you submit such a request, BT may require you to credibly confirm your identity.

If you believe that your rights have been violated, you can seek remedy in court. The court will hear the case in an expedited procedure. BT will be required pay compensation for any damage caused by its unlawful processing of your personal data or by breaching the requirement of data security. BT will be exempted from liability if the damage was due to an unavoidable circumstance that was unrelated to the data processing. BT will not be required to pay compensation to the extent that the damage was due to the wilful misconduct or gross negligence of the injured party.

If you wish to seek remedy or have a complaint, you can also contact the data protection authority:

#### **National Data Protection and Freedom of Information Authority**

Address: 1055 Budapest, Falk Miksa 9-11.  
Telephone: +36 1 391 1400  
Telefax: +36 1 391 1410  
E-mail: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)  
Website: <http://www.naih.hu>