

BT ROC KFT. AND BT LIMITED 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 Limited Hungarian Branch Office** registered office: 1117 Budapest, Budafoki út 91-93., registered number: 01-17-000070, 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.

For the purposes of recruitment related data processing BT acts as data controller.

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, 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.

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 Sonru UK Limited 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

Data 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

Phone number: +36 1 777 8221

E-mail: dpo-cee@bt.com

BT Limited Hungarian Branch Office

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

Registered number: 01-17-000070

Data protection officer: Katalin Méhes

Phone number: +36 1 777 8221

E-mail: 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

SONRU Ltd

Address: Chelsea House, Distillery Road, Wexford, Countywexford

Contact: Triona Winter

VAT ID: IE 9663611J Telephone: +353 53 9272 000

E-mail: dataprivacymanager@sonru.com

Karrier Hungária

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

Company Registration Number: 01-09-676230,

Contact: Orsolya Ács

Telephone: +36 1 354 2060

E-mail: acs.orsolya@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

Manpower Munkaerő-szervezési Kft.

Address: 1133 Budapest, Váci ú. 76.

Company Registration Number: 01-09-069811

Contact: Ildikó Enslin

Telephone: + 36 1 411 1590

E-mail: manpower@manpower.hu

Swicon Zrt.

Address: 1031 Budapest, Záhony u. 7.
(Graphisoft Park Building: MA)
Company Registration Number: 01-10-046053
Contact: Zoltán Demjén
Telephone: +36 (1) 883-9860
E-mail: office@swicongroup.hu

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

Trenkwalder Személyzeti Szolgáltató Kft.

Address: West End Business Center, 1132
Budapest, Váci út 22-24. Floor 3.
Company Registration Number: 01-09-687040
Contact: Anett Andicsku
Telephone: +36 1 354 09 33
Email: infohungary@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

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

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 one month 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: 1125 Budapest, Szilágyi Erzsébet fasor 22/C.

Mailing address: 1530 Budapest, Pf.: 5.

Telephone: +36 1 391 1400

Telefax: +36 1 391 1410

E-mail: ugyfelszolgalat@naih.hu

Website: <http://www.naih.hu>

6. GLOSSARY*¹

Personal Data means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Processing means 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, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Controller means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law.

Processor means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

Consent of the data subject means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

Binding Corporate Rules means personal data protection policies which are adhered to by a controller or processor established on the territory of a Member State for transfers or a set of transfers of personal data to a controller or processor in one or more third countries within a group of undertakings, or group of enterprises engaged in a joint economic activity.

¹* REGULATION (EU) 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 Directive 95/46/EC (General Data Protection Regulation, GDPR)