

**THE RECRUITMENT AND SELECTION POLICY FOR THE STAFF OF
FAST SUPPORT**

1. PURPOSE

Fast Support S.R.L. is a "*personal data operator*". This means that we are liable for the processing process of your personal data. In this purpose, the performance of this procedure is mandatory before the transmission of any type of personal information, for the staff recruitment and selection.

This procedure has the role of notifying the method and purpose for which your personal data will be processed by Fast Support – for the purpose of the recruitment exercise – and as long as the data will be stored.

2. APPLICABILITY

This procedure is applied to all the candidates for the available positions, that:

- (i) Respond to the recruitment notices displayed on the recruitment websites, such as: www.bestjobs.eu; www.ejobs.ro, etc.;
- (ii) Send the curriculum-vitae, directly on the page www.fast-support.ro, at the section „Careers”;
- (iii) Send, in a voluntary manner/at recommendations the curriculum-vitae, directly to a member of the Fast Support staff;
- (iv) Send/hand over the CV in a physical format at the address of the company: Bucharest, 70 Jean Louis Calderon Street, 6th Floor;
- (v) Send the CV by e-mail at the addresses hr@fast-support.ro or office@fast-support.ro or any e-mail address of the Fast Support staff;
- (vi) Send the CV by private message to the official Facebook and LinkedIn pages of Fast Support.

3. TYPE OF DATA WE PROCESS

Regarding the recruitment process, Fast Support will collect, store and use the following categories of personal data:

- (i) The personal data provided in the curriculum vitae or letter of intent (such as: name, forename, telephone number, e-mail address, photo, date of birth, gender, experience, the qualifications of the data subject, etc.);

- (ii) The personal data provided at the completion of the application form for one of the available positions (such as name, forename, telephone number, e-mail address);
- (iii) Any personal data provided during the interview;
- (iv) Any personal data provided during the recruitment process, including the results of the performed tests.

Also, we may collect, store and use the following sensitive personal data, such as:

- Data regarding the national origin – as the labour legislation compels us to conclude a fixed-term employment contract and also, to report the employment, respectively the termination of the contract of any non-EU foreign citizen.
- Data regarding the religious beliefs, so we may grant the days off to which you are entitled according to the norms in force.
- Data regarding the health condition as resulted from the medical examination for occupational health (mandatory according to the Labour Code).

In case of processing sensitive personal data, we would like to inform that we have a set of appropriate policies and procedures and guarantees which must be observed according to the law, when processing such data.

4. HOW DO WE COLLECT PERSONAL DATA

In the recruitment process, Fast Support will collect your personal data from the following sources:

- Sent directly by the candidate;
- Sent by the recruitment agency with whom we collaborate.
- Sent by the persons indicated as references in the curriculum vitae.
- From public sources.

5. THE PURPOSE OF COLLECTING PERSONAL DATA

We will use your personal data that we collect in connection with:

- The evaluation of your abilities and qualifications;
- The verification of the references and qualifications you provided;
- Communication for the recruitment process;
- Keeping the internal record regarding the recruitment and employment processes;
- The verification of the compliance with the legal requirements;

It is in our legitimate interest to decide whether your application will be taken into consideration and whether you are selected for the position for which you applied or any other available position within Fast Support.

After we receive the curriculum vitae and the letter of intent or the selection form we shall process the information so as to decide whether you meet the basic requirements to be selected for the position for which you applied or for any other available position within Fast Support. In case, following our assessment, we conclude that from the collected information, you meet the necessary criteria which were set for the position/function for which you applied or for any other available position, we shall invite you to an interview with the persons authorized in this regard. In case you are contacted for the scheduling of an interview, we will use your personal data so as to decide whether you will be selected for the position for which you applied or for another available position.

6. THE SUPPLY OF INCOMPLETE PERSONAL DATA

In case the requested personal data (such as: job history or necessary qualifications) are not provided/are provided in an incomplete manner, if these are essential for the recruitment process, we may not successfully process your application.

7. THE AUTOMATION OF THE DECISION-MAKING PROCESS

You will not be subjected to decisions which shall have a significant impact on you only based on the automatic decision-making process.

8. THE SUPPLY OF PERSONAL DATA TO THIRD PARTIES

Why will we transfer your personal data to other receivers?

We will transfer your personal data to third parties only in the purpose of the recruitment process to: 1) healthcare providers – in the purpose of providing the medical examination for occupational health; 2) external suppliers of pre-employment type tests; 3) supplier of outsourced consulting services in the field of labour security and health and human resources, hereinafter referred to as „*Third Parties*”.

All the Third Parties to whom we will transfer your personal data, are compelled to adopt appropriate security measures so as to protect the data according to our privacy policies.

The Third Parties are not allowed to use your personal data in personal purposes. They are only allowed to process the personal data in the specified purposes and according to our instructions.

The protection of the personal data

We implemented appropriate security measures in order to prevent the accidental loss of your personal data, the unauthorized use or access, the modification or disclosure of your personal data. In addition, we are limiting the

access to your personal data only to those employees, agents, collaborators and other third parties whose professional activity depends on the personal data processing (business interest). They will process your personal data only according to our instructions and are subjected to a confidentiality obligation. Details regarding these measures may be obtained from the person in charge of data protection that may be contacted at the telephone number 0730.131.715 or at the e-mail address dpo@fast-support.ro.

Retention period

We will store your personal data for a period of 3 (three) years from the moment of entering the database. We will store your personal data during this period, so as to be able to prove, in case of a legal request, that we did not discredited the applicants based on illegal or discriminatory reasons and that we performed the recruitment process in a fair and transparent manner. After this period, we will safely destroy your personal data according to our policy of retaining the data and applicable laws and regulations.

9. THE RIGHTS OF THE DATA SUBJECT

Under certain circumstances regulated by law, you will be entitled to:

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| <i>„The right to data access”</i> | You are entitled to request a confirmation of your data processing and, if so, the access to those data and certain related information |
| <i>„ The right to rectification”</i> | You are entitled to request the rectification of your inaccurate data or provide additional data at any time |
| <i>„The right to data deletion (or the right to be forgotten)”</i> | You are entitled to data deletion in case their processing was not legal or in other cases provided by law |
| <i>„The right to restrict the processing”</i> | You are entitled to request the processing restriction in case you acknowledge the inaccuracy of the data, as well as in other cases provided by law |
| <i>„The right to data portability”</i> | You are entitled to request the receipt, under certain conditions, of the personal data you provided, in a format which can be automatically read or you may request the transmission of those data to another operator |
| <i>„The right to submit a complaint”</i> | You are entitled to submit a complaint regarding the personal data processing manner to the National Supervisory Authority for Personal Data Processing |
| <i>„The right to withdraw the consent”</i> | You are entitled to withdraw the consent in any moment. Please note that the withdrawal of the consent shall produce effects only for the future, the processing previously performed remaining valid; |

You may exercise these rights either individually or collectively, very easy, by the simple transmission of a request at our headquarter located in Bucharest, 70 Jean Louis Calderon Street, 6th Floor, at the telephone number 0730.131.715 or by E-mail, la: dpo@fast-support.ro.

10. THE PERSON IN CHARGE OF DATA PROTECTION

We appointed a person in charge of data protection that supervises the observance of this Procedure. For any questions regarding this matter, the information presented above or the way we process your personal data, please contact the person in charge of data protection at the telephone number 0730.131.715 or by e-mail, at: dpo@fast-support.ro. You are entitled to issue a complaint, at any time, to the National Supervisory Authority for Personal Data Processing.