

1. Controller of the data file

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2. The person in charge of the data file:

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3. Data file name:

Job Applicants File

4. The purpose for which the personal data is used:

Recruiting purposes, processing job applications, and requirements which may stem from these actions.

## 5. Data file contents

- name
- date of birth
- address
- phone number
- email address
- education and degrees with graduation dates
- other qualifications or degrees
- software and applications user skills
- special skills
- language skills
- current position (employer, title, job description)
- most significant positions previously held (employer, title, job description)
- references

## 6. Regular sources of data

Data supplied by the applicant in digital format or on hard copy, including attachments.

## 7. Regular disclosure of data or the transfer of data outside of the EU or the European Economic Area.

No data will be disclosed or transferred outside the EU or the European Economic Area.

No data will be disclosed to any party outside of POAS.

## 8. The principles of protecting the file

Hard copy documents are stored on locked premises. Only specified personnel who have signed a confidentiality agreement have access.

Digitally stored documents are centrally stored in a locked and monitored data centre which is protected by a firewall and other technological measures. Only specified personnel who have signed a confidentiality agreement and who are required to sign onto the system with their personal username and password have access to the data.