

## INFORMATION REGARDING PROCESSING OF PERSONAL DATA

### WE CARE ABOUT YOUR PRIVACY

Your trust is important to us. Our aim is that you feel safe when you share your personal data with us. Personal data is any information that can be used to identify an individual.

We take appropriate measures to ensure that your personal data always is safe with us and that the processing of your personal data is compliant with present data protection laws, our internal policies, guidelines and routines. We have also assigned a Data protection officer whose task is to monitor that we follow these laws, guidelines and routines.

It is important for us to be transparent with how we handle your personal data. In this information text, we therefore describe how and where we process personal data in the context of **recruitment and internship selection process**.

### WHICH CATEGORIES OF PERSONAL DATA DO WE COLLECT AND WHY

It is your responsibility to provide only valid and genuine personal data and only such data as are appropriate and necessary for the purpose of fulfilling the objectives mentioned in this information text. In some cases, depending on the type of vacancy or internship, we may ask you for additional information, for example, information about existence of driver's license. If you submit information that is not required for the recruitment or internship selection process, it will not be taken into account.

If you do not agree to the processing of personal data as described in this information text your or person's under your legal guardianship application will not be evaluated during the recruitment process or the selection for internships.

You can submit an application, create *Your Rimi career profile* and exercise the rights in this information text if you are at least 18 years of age. Persons under the age of 18 are represented by legal guardians.

- **Evaluation of application during recruitment process**

We process your and/or person's under your legal guardianship personal data in order to evaluate your or person's under your legal guardianship application during our recruitment process:

- if you apply for a specific vacancy;
- if you submit an application and/or indicate in *Your Rimi career profile* that you wish to be contacted regarding another of our vacancies;
- if we have contacted you by cooperating with a recruitment company, or based on the professional information available in your profile in widely used and/or public career portals or databases such as LinkedIn, CV Online, or based on your friend's or acquaintance's recommendation;
- if we receive an application from an employment agency within the framework of our cooperation, for example, an EU-financed project managed by the State Employment Service.

Categories of personal data	Legal basis	Retention period
<ul style="list-style-type: none"> <li>• your and/or person's under your legal guardianship name and surname</li> <li>• contact details</li> <li>• education (including training courses/certificates)</li> <li>• professional experience</li> <li>• language skills</li> <li>• IT skills</li> <li>• references</li> <li>• preferences in vacancies</li> <li>• other skills according to the vacancy you are applying for</li> </ul>	Your consent and our legitimate interest to ensure our company's operations	Up to 8 (eight) months from the date of submission or receiving of applicant's personal data.

• **Evaluation application during internship selection process**

We process your and/or person's under your legal guardianship personal data in order to evaluate your or person's under your legal guardianship application during our internship selection process:

- if you apply for a specific internship vacancy;
- if you submit an application that you wish to be contacted regarding another of our internship vacancies;
- if we receive an application from education provider or organization that promotes education within the framework of our cooperation, for example, an EU-financed project managed by the Ministry of Education and Science of Lithuania;
- if we have contacted you or person under your legal guardianship based on the professional information available in profile in widely used and/or public career portals or databases such as Karjera.lt.

Categories of personal data	Legal basis	Retention period
<ul style="list-style-type: none"> <li>• your and/or person's under your legal guardianship name and surname</li> <li>• contact details</li> <li>• information about the qualification to be obtained</li> <li>• the time of the internship</li> <li>• the requirements of the internship training in accordance with the internship for which you apply</li> </ul>	Your consent	Up to 1 (one) month after the closure of the internship selection process – either the signing of an internship contract or our decision of refusal.

• **Creation and administration of your personal *Your Rimi career profile***

We process your personal data in order to provide you with the opportunity to create your personal *Your Rimi career profile* on our website so that you can use the information stored in the profile to apply for a vacancy and choose to receive information about our new vacancies in the area you are interested in.

You can create personal *Your Rimi career profile* if you are at least 18 years old. Persons under the age of 18 or their legal guardians cannot create it.

Categories of personal data	Legal basis	Retention period
<ul style="list-style-type: none"> <li>• your username and password</li> <li>• audit logs</li> <li>• your entered information for recruitment purposes (<i>see above</i>)</li> </ul>	Your consent	Up to 8 (eight) months from the profile creation.

- **Collection and assessment of references about the applicant**

We process your personal data in order to collect and assess references about the applicant during the recruitment process if the applicant has indicated you as a reference provider.

If the applicant previously worked for us then we ask references also from our own people who has work with the applicant.

Categories of personal Data	Legal basis	Retention period
<ul style="list-style-type: none"> <li>• information about experience</li> <li>• information about performance</li> <li>• characteristics</li> </ul>	Applicant' s and your consent	Till we store applicant's personal data.

- **Collection of applicants feedback about recruitment process**

We process your personal data in order to send you recruitment process evaluation form. Input from candidate is anonymous and is collected to improve our internal processes and overall applicant experience.

Categories of personal data	Legal basis	Retention period
<ul style="list-style-type: none"> <li>• E-mail address</li> </ul>	Applicant' s and your consent	Up to 8 (eight) months from the date of submission or receiving of applicant's personal data.

- **Management of legal claims**

We might process your and/or person's under your legal guardianship personal data what was taken into account within evaluation of recruitment or internship selection process in order to establish, exercise and defend legal claims.

Categories of personal data	Legal basis	Retention period
Personal data that we already have about you and/or person under your legal guardianship: <ul style="list-style-type: none"> <li>• your and/or person’s under your legal guardianship name and surname</li> <li>• contact details</li> <li>• education (including training courses/certificates)</li> <li>• professional experience</li> <li>• language skills</li> <li>• IT skills</li> <li>• References</li> <li>• other skills according to the vacancy</li> <li>• our interview notes and other documents prepared within recruitment process</li> </ul>	Our legitimate interest	Till the completion of respective investigation and legal claim settlement.

## FROM WHICH SOURCES DO WE COLLECT PERSONAL DATA?

- **Yourself**

We collect the personal data you provide to us regarding yourself and/or person under your legal guardianship, such as when you are submitting an application and/or indicate in *Your Rimi career profile*, contact us and etc.

- **Other sources**

We may collect the personal data from a recruitment company, or career portals or databases such as LinkedIn, CV Online, or from your friend’s or acquaintance’s who has recommended you as a candidate, or an employment agency, or education provider or organisation that promotes education.

We may collect the personal data from reference providers what you have indicated within recruitment process.

## SHARING OF PERSONAL DATA

- **Service providers**

To fulfil our obligation towards you we share your personal data with companies that provides services to us, for example, recruitment company. These companies can only process your personal data according to our instructions and not use them for other purposes. They are also required by law and our cooperation agreement to protect your personal data.

- **Group companies**

We may share your personal data with relevant Rimi Baltic group companies if your application and/or internship is related with other(s) Rimi Baltic group company (-ies).

- **Law enforcement authorities, state and local government institutions**

To fulfill our legal obligation we may transfer your personal data to law enforcement authorities, state and local government institutions upon their request. We may also transfer your personal data to law enforcement authorities, state and local government institutions in order to meet our legitimate interest in establishing, claiming and defending legal claims.

## **WHERE DO WE PROCESS YOUR PERSONAL DATA?**

We always aim to process your personal data within EU/EEA. Your personal data is not transferred or processed in a country outside EU/EEA.

## **FOR HOW LONG ARE MY PERSONAL DATA STORED?**

Recruitment and personal data necessary for feedback about recruitment process:

Up to 8 (eight) months from the date of submission or receiving of applicant's personal data.

Data in *Your Rimi career profile*:

Up to 8 (eight) months from the profile creation.

Internship:

Up to 1 (one) month after the closure of the internship selection process – either the signing of an internship contract or our decision of refusal.

If there was a legal claim then we retain your or person's under your legal guardianship personal data till the completion of respective investigation and legal claim settlement

## **YOUR RIGHTS**

Data protection laws give you a number of rights with regards to the processing of your personal data.

- **Access to personal data**

You are entitled to request confirmation from us if we process personal data relating to you and/or person under your legal guardianship, and in such cases request access to the personal data we are processing about you and/or person under your legal guardianship. If you have *Your Rimi career profile* you can log in to the *Your Rimi career profile* at any time to see certain information we have about you, such as name, contact information, etc. To carry out the mentioned right, you also can provide a written request to us or to our Data protection officer.

- **Rectification of personal data**

Furthermore, if you believe that information about you or person under your legal guardianship is incorrect or incomplete, you have the right to correct it yourself or ask us to do it. If you have *Your Rimi career profile* you can update some information about yourself by logging in to the *Your Rimi career profile*. To carry out the mentioned right, you also can provide a written request to us or to our Data protection officer.

- **Withdrawal of consent**

To the extent that we process your and/or person's under your legal guardianship personal data based on your consent, you are entitled to, at any time, withdraw your consent to the personal data processing. To carry out the mentioned right, please, provide a written request to us or to our Data protection officer.

As of May 25, 2018, you also have the following rights.

- **Objection against processing based on a legitimate interests**

You are entitled to object to personal data processing based on our legitimate interests. However, we will continue to process your and/or person's under your legal guardianship data, even if you have objected to it, if we have compelling motivated reasons for continuing to process data. To carry out the mentioned right, please, provide a written request to us or to our Data protection officer.

- **Erasure**

Under certain circumstances, you have rights to ask us to delete your and/or person's under your legal guardianship personal data. However, this does not apply if we are required by law to keep the data. If you have *Your Rimi career profile* you can delete your data and profile by logging in to the *Your Rimi career profile*. To carry out the mentioned right you also can provide a written request to us or to our Data protection officer.

- **Restriction of processing**

Under certain circumstances, you are also entitled to restrict the processing of your and/or person's under your legal guardianship personal data. To carry out the mentioned right, please, provide a written request to us or to our Data protection officer.

- **Data portability**

Finally, you have the right to receive or transmit your and/or person's under your legal guardianship personal data further to another data controller ("data portability"). This right solely covers only data what you have provided to us based on you consent or on a contract and where processing is carried out by automated means. To carry out the mentioned right, please, provide a written request to us or to our Data protection officer.

## **WHO DO I CONTACT IF I HAVE ANY QUESTIONS?**

If you have any questions about the processing of your or person's under your legal guardianship personal data, please feel free to contact us.

If you are not satisfied with the response you received, you are entitled to file a complaint with the Data Inspectorate.

- **Contact details of company in charge of handling your personal data**

If the recruitment process applies to vacancies or internships of SIA Rimi Lietuva:

**SIA Rimi Lietuva**, registration number 123715317

Legal address: Spaudos str. 6-1, Vilnius, Lithuania, LT-05132

Phone number: +370 5 2461057

Email address: [info.lt@rimibaltic.com](mailto:info.lt@rimibaltic.com)

If the recruitment process applies to vacancies or internships of SIA Rimi Baltic:

**SIA Rimi Baltic**, registration number 40003592957

Legal address: A. Deglava str. 161, Riga, Latvia, LV-1021

Phone number: +371 67045409

Email address: [info.lv@rimibaltic.com](mailto:info.lv@rimibaltic.com)

- **Contact details of the Data protection officer**

Email: [RimiDPO@rimibaltic.com](mailto:RimiDPO@rimibaltic.com)

You also can contact our Data protection officer by sending a letter to us at the above mentioned address and addressing it to the Data protection officer.