

## Notification of confidentiality – job applicants

With the current Notification of confidentiality UNIQA Insurance plc., SIC 040451865 and UNIQA Life Insurance plc., SIC 831626729 („UNIQA Bulgaria“, „UNIQA“, „We“, „the Company“), in their capacity of controllers of personal data, provide information regarding the methods of collecting, using, sharing and protecting the data that you have provided for selection of job applicants, organised by UNIQA, in compliance with the requirements of Article 12-14 of Regulation (EU) 2016/679 of the European Parliament and of the Council 27 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).

If the current notification is amended in the future, we shall promptly announce that on our website.

### How do we use your personal data?

UNIQA processes your personal data in accordance with the law, in good faith and transparently. It is collected for concrete, expressly specified and legitimate goals and are not further processed in a way inconsistent with those purposes. Personal data is appropriate and related, restricted to what is needed in connection with the goals for which they are processed („reducing the data to a minimum“), accurate and maintained in up-to-date form. It is processed in a way that ensures a suitable level of security of the personal data. It is stored in good faith and in accordance with lawful terms that are subject to regular inspection and is updated accordingly in case of change.

UNIQA, taking into consideration the achievements of the technical progress, takes suitable administrative, technical and organisational measures, aimed at assisting in protecting the security and privacy of your personal data and protect them against accidental or illegal destruction, accidental loss, unauthorised modification, disclosure or access, misuse and any other illegal way of processing. To implement its obligations for personal data protection, UNIQA conducts training for its employees on security policies and standards and personal data protection.

Your personal data is required, so that we can process your application and to be able to fulfil our contractual and legal obligations. If you do not want to provide your personal data to us and/or allow us to use it, you will not be able to participate in the selection for the position you apply for.

UNIQA collects your personal data via UNIQA's official corporate website, when you communicate with us via our call centre, e-mail, social and professional networks or platforms for employment.

In order to achieve some of the goals, described below, it is possible that we receive your personal data from third parties, for example, partners and employees of the company, contained in recommendations to your profile in the selection process for a concrete vacant position or future open possibilities.

In certain cases, it is possible that UNIQA process unstructured personal data. We assure you that processing of this data is carried out legally and with the necessary measures for your rights protection.

### What is the personal data that we process and on what grounds?

"Personal data" means any information about you by which you could be identified, including information, that can be protected in accordance with the applicable national and European legislation.

The lists and examples below are illustrative, non-exhaustive and are not fully representative for every job applicant within UNIQA.

Categories of personal data	Types	Grounds for processing
Information about you	Name, surname, family name, date of birth and other data that you have written in your autobiography.	Your request for taking steps for inclusion in a selection process for a current vacant position or future one, that matches your profile and experience, expressed by submitting an autobiography and/or motivation letter писмо; Legal obligation.
Contacts	E-mail, address, telephone number, etc.	
Education	Educational and/or qualification degree, etc.	
Professional experience	Acquired professional experience, employment record and skills, acquired right of pension, performing other activity in parallel with the work in UNIQA, disciplinary termination of labour relations, etc.	
Other data provided by you by submitting your job application	References from previous employers, certificates, etc.	
Information on health status and other special data	Decision of Territorial Expert Medical Commission, National Expert Medical Commission, Medical Consultative Commission, has the person been convicted, etc.	Assessment of working capacity and fulfilment of legal obligations in the field of labour law and law in the field of social security and protection.

### For what purposes do we use your personal data?

The personal data that you have provided will be used for the following purposes:

- Selection of personnel;
- Conclusion of labour contract, in case your application passes successfully all stages of the selection process.

The data provided with an application for a certain position will be processed only for the concrete position based on the submitted application.

If there is consent on your part, your application can be kept for consideration of future positions announced by UNIQA. UNIQA will consider as “consent” any freely expressed, concrete, informed and unambiguous instruction of your will, by means of statement or clearly confirming action. You can withdraw your consent as easily as you have given it, and this does not affect the lawfulness of the processing, based on consent given before its withdrawal. You can state your consent for UNIQA to process your data for the purpose of future recruitment of personnel by e-mail to the Human Resources and Brans Management Directorate – [hr@uniqa.bg](mailto:hr@uniqa.bg).

### With whom can we share your personal data?

UNIQA respects and keeps the confidentiality of your personal data. While abiding by the legal requirements, it is possible that UNIQA disclose your personal data to the following third parties:

- Service providers: When we use service providers, related to human resources management, technical maintenance of internal information systems and operational maintenance of our activity. Such data disclosure is performed only in the presence of legal grounds for that and on the basis of written arrangement with the recipients to provide an adequate protection level;
- Other companies in the insurance group UNIQA: For the sake of human resources management, it is possible that selected application be shared with other companies in the insurance group UNIQA.

### How long do we keep your personal data?

- Applications, submitted for a concrete position, will be destroyed after completion of the applicant selection procedure within not more than 6 months of the selection completion. The applications of the successful applicants, with whom UNIQA concludes contracts, will be stored in the labour file for the purpose of labour relations within the lawful terms;
- Applications, for which consent has been given to be processed for future positions, will be processed until the consent for processing is withdrawn.

### Your rights with regards to your personal data?

While abiding by the Bulgarian legislation, you have the following rights with regards to your personal data processed by UNIQA:

1. right of access to and a copy of your personal data, processed by UNIQA;
2. right to correct the personal data when they are inaccurate or incomplete;
3. right to demand deletion of your personal data when the relevant conditions for that are present;
4. right to demand restricted processing of your personal data in the cases specified by law;
5. right of objection against the processing of your personal data in the cases specified by law;
6. right of data portability and demand that your data be presented to you in structured, widely used and machine-readable format;
7. when processing is performed on the grounds of your consent, right to withdraw your consent at any time and without payment of any fees;
8. right of lodging a complaint to the Commission for Personal Data Protection.

Detailed information regarding the terms and conditions for exercising your rights can be found in Policy for exercising the rights of personal data subjects of UNIQA on our website [www.uniqa.bg](http://www.uniqa.bg).

### How to contact us?

You can contact us at the following address: 18 Todor Alexandrov Blvd., Sofia 1000, Bulgaria, E-mail: [info@uniqa.bg](mailto:info@uniqa.bg)

Coordinates of our data protection official: [dpo@uniqa.bg](mailto:dpo@uniqa.bg)