NOTICE ON THE PROCESSING OF PERSONAL DATA THROUGH CVs

Do you wish to join our team?

"Hellenic Hydrocarbons and Energy Resources Management S.A. (HEREMA)" in compliance with the Greek and European legislation for the protection of personal data, fully respects the rights concerning your personal data. To this end, it has developed and applies a thorough Policy for the Processing of Personal Data through the CVs .

Under this Policy, HEREMA informs you that it processes your personal data in the following ways and for the following purposes.



Which data do we collect from you?

- If you apply for an open position, we collect all the data that you provide us through the form or email you submit. Indicatively these may include:
  - **Identification Data:** Full Name, Father's Name, Date of Birth, Gender, Nationality, Photograph
  - **Contact information**: Phone number, E-mail address, Street Address
  - **Skills:** Education, Diplomas and Certificates, Prior working experience, Languages Spoken, Soft skills, Interests, Membership in Associations, Recommendations etc.

Any interested person can include any personal data they wish in their CV.



Who controls and processes your personal data?

- The Data Controller for your data is HEREMA, based in 1 Agias Annis st., Chalandri, Attica, 15232, Greece

- Your data is processed by the competent associates of HEREMA within the Company.

- If you apply through a third-party platform (i.e., LinkedIn, Kariera.gr) the third platform shall act as an independent data controller for your data. Please read the Privacy Notice of the respective platform prior to using it.

- We process your personal data using Microsoft software, thus Microsoft acts as Data Processor for your data.

- Microsoft and the HEREMA associates are bound by strict confidentiality clauses and obligations regarding the processing of personal data.



Why and on which legal basis do we process your personal data?

To assess potential associates, in order to optimally staff the company. For this purpose, we rely on taking steps with a view to concluding a contract with you, upon your request.



For how long do we keep your data?

If your job application is not successful, we will keep your data for 2 years in order to contact you in case there is a vacancy that suits you.

We always keep your personal data within the European Economic Area.



Which rights do you have?

You may ask us:

- To provide you with a copy of the personal data we have for you
- To correct some data if it is not correct
- To erase your data
- To stop processing your data or delimit its processing to certain uses
- To send your data to another company or entity through a logical means



How can you exercise your rights?

You can submit any query, request or complaint about your personal data to the company's Data Protection Officer (DPO) by sending an email to dpo@herema.gr

We will respond within 30 days.

If you feel that the protection of your personal data has been violated, you may lodge a complaint with the Greek Data Protection Authority (www.dpa.gr).