

CANDIDATE PRIVACY NOTICE

At IXION M.A.E., we believe that the protection of your personal data is important. IXION M.A.E, with its headquarters at 16 Amarousiou Chalandriou, Maroussi, 151 25, as Data Controller, fully complies with the provisions of the General Data Protection Regulation (EU) 2016/679 (GDPR) and Law No. 4624/2019 for the protection of personal data.

This Information Notice concerns and applies to the personal data of prospective employees in the context of submitting CVs to find a job at IXION M.A.E.

Sources of the Data

Information that you actively provide to us when applying for a job your participation in an interview, completing an assessment, sending an e-mail or calling us.

We may receive information from third parties such as:

1.From employment agencies

2.From publicly available sources, such as the company's website, internet searches or social media platforms and business and employment-oriented websites such as LinkedIn. For the avoidance of doubt, data contained in social networks or websites that do not have a business and employment context are not considered as professional social media data and are therefore not collected and processed by us.

Personal Data

The information we may collect is:

- information you provide to us in your candidate profile, job application, including full name, contact details, CV, additional documents, work experience, qualifications and skills
- information about your visits to our offices and attendance at events
- information collected as part of the monitoring of your recruitment process, e.g. interviews and assessments
- information you give us in the calls you make to us or emails you send to us
- information about your preferences, interests and career aspirations

We do not ask you to provide us with special categories of personal data (i.e. information about racial origin, political opinions, religious or philosophical beliefs, health or sexual orientation), except as expressly required or permitted by law in a particular case. In case you provide us with special categories of personal data, you expressly consent to the processing of this data as defined in this notice.

Scope

The information is used for the following purposes:

1. To conduct identity, selection of the position, employment history verification, qualifications, experience.
2. Candidate screening and background check during conducting recruitment and selection, including interviews, assessments, selection, job offer and benefits (where applicable)

3.Pre-employment management, including preparation of contractual and non-contractual documents and arranging system and building access.

Legal Basis

The personal data in your application will be processed exclusively for the purpose of recruitment for the specific position.

The legal basis for such processing is Article 6(1)(b) of the GDPR in conjunction with Article 27(1) of Law 4624/2019 on the protection of personal data.

Processing for any additional purposes, for example inclusion in a group of candidates or on a list for future vacancies, is only carried out with your consent in accordance with Article 6(1)(a) of the GDPR.

Recipients

For the processing of personal data, we may use processors, such as companies that provide CV management software systems.

We share information about you with others only in accordance with applicable law. Thus, where the law requires your consent, we will first ask for it e.g. The recruitment process for certain job offers may require your voluntary participation in the assessment, selection or similar processes carried out by third parties. In such cases, we shall inform you about the processes and recipients before transferring your data to third parties.

The recipients of your CV or data may also be group companies.

Transfer of personal data outside the EEA

Your personal data may be transferred to third countries (i.e. countries outside the European Economic Area). In such case, the transfer will be either on the basis of European Commission adequacy decisions or where one or more legal bases are in compliance with GDPR, including your consent.

Data security

At IXION M.A.E. we recognize the importance of protecting personal data and we constantly monitor and improve the protection measures we take against unauthorized disclosure, accidental or unlawful destruction, loss, or alteration. Each employee of IXION M.A.E., who has access to the above information, uses it exclusively to serve the above purposes and is committed to safeguarding the confidentiality of the information and personal data processed.

Also, in cases where another organization, company or third party is carrying out on behalf of our company the processing of personal data, we ensure the implementation of appropriate technical and organizational measures. In such manner that processing will meet the requirements of the regulation and ensure the protection of your rights. These organizations cannot process your data for their own purposes and the processing shall be governed by a contract, that imposes on the confidentiality and data protection obligations in accordance with national protection legislation and the General Data Protection Regulation (GDPR).

Retention

Your CV will be retained for a maximum period of three years and then will be deleted from the Company's database.

Rights

In the context of the collection and processing of your personal data your rights under the provisions of the legal framework for the protection of personal data are:

- Information and access: you can request confirmation from us whether personal data relating to you is being processed and, where this is the case, request access to it
- Correction: you can request to correct and/or update any inaccurate data
- Erasure: You have the right to have your personal data erased under certain conditions
- Restriction: you have the right to restrict your personal data so that the data concerning you are not further processed
- Data portability: you can request a copy of your personal data that you have actively provided in a structured, commonly used and machine-readable format and ask us to make a copy of it and to request that we transfer this data to another recipient chosen by you.
- Objection: You have the right to object to the process of your personal data, at any time on grounds relating to your situation.

You can ask us to satisfy any of your rights by completing and sending the form you will find here, or to IXION M.A.E., 16 Amarousiou Chalandriou, P.O.151 25, Maroussi, or by e-mail to: info.gdpr@avax.gr.

IXION M.A.E. shall provide information on your request within one month of the receipt of the request. Our company shall inform you of any extension of time, if needed, within one month of receipt of the request together with the reason of the delay.

IXION M.A.E. shares your concern about your personal data. For any information, you may contact us at the email address of the Data Protection Officer (DPO) of IXION M.A.E. info.gdpr@avax.gr

If you have exercised any or all of your rights and you still feel that your concerns about the way we use your personal data have not been satisfactorily addressed by us, you have the right to appeal to the Data Protection Authority (DPA), 1-3 Kifissias Street, P.O. Box 115 23, Athens. On the relevant website of the Authority, you will find information on how to submit complaints (<http://www.dpa.gr>)