

# Recruitment Privacy Policy

QIVOS

LONDON | ATHENS | HONG KONG  
[info@qivos.com](mailto:info@qivos.com) | [www.qivos.com](http://www.qivos.com)

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## 1. Who we are

We are **QIVOS**, a company residing in **Europe** with its registered office at 4 Papanikoli Str. 15232, Chalandri, **Greece**.

## 2. What this Privacy Policy is all about

This privacy policy governs personal information we collect from you when you submit your resume to us. This policy explains our approach to your personal information by stating the purposes for which we process your personal information and the legal bases under which we process the information, it explains how we share and disclose this information and sets out your rights in respect of our processing of your personal information, in accordance with applicable data protection legislation.

**Personal information** means information which can be used to identify you either on its own or in combination with other information.

We respect your right to privacy and will only process personal information in accordance with applicable European Union data protection legislation.

QIVOS works with our trusted partners to ensure the safety of your personal information – more on this can be found on [How we store and secure information we collect](#).

This policy applies where we are acting as a data controller. For personal information which is being collected primarily by and used by QIVOS and QIVOS determines the purposes and means of the processing of that personal information, **QIVOS is the data controller**, while our trusted partners, which are processing the personal information on our behalf and further to our instructions, are the data processors.

In this policy, “we”, “us” and “our” refer to QIVOS.

### 3. What information we collect about you and how we collect it

We collect personal information directly about you when you submit your CV to us.

#### 3.1 Information you provide to us

We collect only specific personal information of those who wish to join our company by submitting their CVs regardless if a job opening is available or not.

This includes the following information:

- Your name, photo, address and contact details, such as telephone number and email address
- Your educational level
- Details of your skills and experience
- Previous work experience
- If your military obligations are met (for Greek male citizens only)
- References from previous employers

#### 3.2 Information we collect automatically when you submit your resume

We may also collect personal information about you directly or from third parties, based on your **resume** and the information you have provided in it. Your profile may be searched on social media, by making use of your email address, to collect your photo if you did not include one yourself in the resume you have submitted.

- **Log Information:** Our partner may collect information about you, such as your IP address and the type of browser that you used when applying for a job opening, for troubleshooting purposes and improving the way our partner's Website works.

- **Device Information:** Our partner may collect information about the computer or mobile device that you use to access our site, including the hardware model, operating system and version, unique device identifiers, and mobile network information.
- **Information Collected by Cookies:** Our partner may also collect information about you via **cookies**. Cookies are small data files that are downloaded to your computer or are stored in device memory that help improve your experience, and track usage of the Platform.

## 4. How we use information we collect

**To assess your resume:** We collect, store and process your Personal Information for recruitment purposes. We use this information to evaluate all applicants in relation to the job opening or our needs.

**To communicate with you:** We use your e-mail or telephone information to inform you of any available job openings. We may also contact you if we need additional information.

In addition to the purposes described in this Privacy Policy, we may also use information collected through the website and the services offered herein or may occasionally contact you for the following purposes: (1) to comply with any legal obligation and/or legal claim and to enforce our legal rights and (2) to reply to any of your requests and/or questions.

## **Legal Basis for processing:**

We collect and process information about you according to the applicable EU laws. Specifically, we rely on the following legal bases in order to process your personal information for the abovementioned purposes:

- We rely on consent that you give us to process your personal information, when you submit your resume to us.
- It is necessary for us to use your personal information, as it satisfies our legitimate interest, which is not overridden by your data protection interests, such as managing the recruitment process, confirming a candidate's suitability and choosing the best applicant to offer the job.
- We may also process your personal information to comply with any legal obligation imposed upon us.

## **5. How we store and secure information we collect**

All information is sent and stored on our trusted partner's servers. Our partner's servers are in the United States and they comply with the EU - U.S. Privacy Shield. Moreover, our partner has implemented model clauses between their UK subsidiary and US subsidiary to ensure the safety of your personal information. We implement appropriate technical and organizational measures to protect your personal data against unauthorized or unlawful processing, accidental loss, destruction or damage. Despite our best efforts, however, the transmission of information via the Internet is not completely secure and as such we cannot guarantee 100% security of your data transmitted to our server.

**We keep your personal information for a year** from the date you submitted your resume (more information on the retention period of your personal information can be found on [How long do we keep your personal information for](#)).

## 6. Who do we share your personal information with

QIVOS does not share, sell, rent, trade or transfer any of the personal information collected by you, other than as described in this Privacy Policy.

Your personal information may be shared with our trusted partners and other third-party service providers.

All our third-party service providers and trusted partners are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers and trusted partners to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## 7. How long do we keep your personal information for

We will retain your personal information only for as long as it is necessary for the fulfilment of the purposes for which they have been collected. In that regard, **QIVOS will retain your personal information for a period of one (1) year** since the date you submitted your CV, unless as otherwise required in order to fulfil our contractual and legal obligations (such as in order to comply with a legal requirement as imposed by the applicable tax laws) or in order to comply with a legal claim.

In the event you no longer want QIVOS to process your personal information, you can delete your data by withdrawing your application yourself or you may request for their erasure (as described in Section 8 **Your rights**).

In that case, we will no longer use your personal information for any purposes and will proceed to the erasure in accordance with the applicable EU and Greek legislation. QIVOS may retain your personal information for a period of up to one (1) month after informing you that it will proceed with the erasure. Please note that we may not be able to comply with your request for erasure and may further retain your personal information, if we are required to do so in order to comply with our legal obligations

and/or satisfy our legitimate interests, in which case we will continue to implement the security measures and technologies in order to keep your personal information secure.

## 8. Your rights

For all the purposes of processing you have the following rights which can be exercised at any time:

- **Right to access** personal information held about you. You can exercise this right by sending us an email at [hr@qivos.com](mailto:hr@qivos.com).
- **Right to rectify/correct** any inaccurate personal information that is related to you. You can withdraw your resume by clicking the “withdraw your application” link in the confirmation email you receive and submit the correct one. You can also send us an email at [hr@qivos.com](mailto:hr@qivos.com).
- **Right to withdraw your consent** of the processing of personal data relied on consent, as mentioned in this Privacy Policy. You can withdraw your resume by clicking the “withdraw your application” link in the confirmation email you receive. You can also send us an email at [hr@qivos.com](mailto:hr@qivos.com).
- **Right to object** to processing of your personal information in which case we will stop processing your personal information unless we must due to legal claims. You can withdraw your resume by clicking the “withdraw your application” link in the confirmation email you receive, or you may send us an email at [hr@qivos.com](mailto:hr@qivos.com).
- **Right to restrict** processing. You can withdraw your resume by clicking the “withdraw your application” link in the confirmation email you receive, or you may send us an email at [hr@qivos.com](mailto:hr@qivos.com).
- **Right to delete** your personal information at any time. You can withdraw your resume by clicking the “withdraw your application” link in the confirmation email you receive or by asking us to delete it by sending us an email at [hr@qivos.com](mailto:hr@qivos.com).

- **Right to portability**, that is to request your personal information in a structured, commonly used format. You can exercise this right by sending us an email at [hr@qivos.com](mailto:hr@qivos.com).

If you exercise any of the rights mentioned above, QIVOS will take all appropriate measures to respond to your request within one (1) month from submitting it, informing you via email about your request or the reasons QIVOS might not be able to comply with any such requests.

If you think that any of your rights is violated, you have the right to lodge a complaint with the supervisory authority. Since QIVOS is a Greek company, the supervisory authority is the Hellenic Data Protection Authority.

If you have any queries on your rights, please contact [dpo@qivos.com](mailto:dpo@qivos.com).

## 9. Changes to Privacy Policy

We may change this Privacy Policy if we think it's necessary e.g. for legal reasons. We will notify you of any changes by posting the new Privacy Policy on this page. You are advised to review this Privacy Policy periodically for any changes. By continuing to use our services after any changes come into effect, you agree to the revised Privacy Policy.