

## COLLECTION AND USE OF PERSONAL DATA WITHIN JOB APPLICATION PROCESS (“JOB APPLICATION POLICY”)

If you are an applicant to job vacancy in our company, please read carefully the following Job Application Policy related to the collection and use of personal data. The company Solargis s.r.o. (hereinafter as “**Solargis**”) is a Slovak company and it is the entity that controls any personal data you submit via e-mail during your job application process.

### Personal data

In order to process your application, you are required to submit certain personal data as part of your application.

- Resume (Curriculum vitae), including contact information (i.e. first name, last name, city, country, email and phone number), cover letter and photo (optional) (together as “**Resume**”)

As optional you may send us also further information about the position you would like to apply for, desired salary or any other information you consider as relevant for your application.

We do not share your personally identifiable information with any third parties except if required to do so by the law or required by the state authorities to the extent exclusively necessary to comply with legal requirements. We fully respect and comply with the applicable Data Protection Law, as valid and enforceable in the Slovak Republic which is fully compatible with European data protection laws. We use appropriate procedures to protect and safeguard the personal data you give us. Access to your personal data will be shared only with employees and authorized representatives of Solargis.

The personal data you submitted to us will be used to assess your profile and expertise in job opportunities at our company. You always have the right to review the personal data we received from you. You can request an overview of your personal data by emailing us at [jobs@solargis.com](mailto:jobs@solargis.com).

If the personal data we have for you is incorrect, we will update it at your request. You can also ask us to remove your personal data from our database by sending an email to [jobs@solargis.com](mailto:jobs@solargis.com). However, we may need to retain certain information, for example for legal or administrative purposes, such as record keeping or to detect fraudulent activities.

If Solargis employs you, we will share your relevant personal data with the employees of our company. Your personal data collected during your application period will become part of your personnel records.

In case our company does not employ you, we may nevertheless continue to retain and use your personal data, unless being instructed otherwise by you, in order to consider your engagement for any new positions. In this respect Solargis s.r.o. may retain your personal data for a period of 2 years following termination of the job application procedure, unless otherwise required by applicable law. Please contact us at [jobs@solargis.com](mailto:jobs@solargis.com) if you do not wish to be contacted anymore by Solargis s.r.o. for a new job vacancies.

### Consent

By sending us e-mail with your Resume, you consent to our collection and use of your personal information in accordance with this Job Application Policy. If you do not agree with some, or all of the terms of this Job Application Policy please do not send us any of your personal data.

### Changes and contact

We may amend this Job Application Policy at any time by posting a revised version on our Website. The revised version will be effective at the time we post it. If the revised version includes a material change, we will provide you with 30 days' prior notice by posting a notice of change on this Site. If you do not agree with the changes, please contact us at [jobs@solargis.com](mailto:jobs@solargis.com).

This Job Application Policy during the job application procedure is governed by Slovak data protection law.