

Data privacy policy

This document contains information about the **Simon&Mayer division of Jobsgarden Kft.** as a service provider in connection with the Employee Assistance Program (EAP).

The data processing information is prepared in accordance with the rules of general data protection regulation 2016/679 (hereinafter referred to as the Regulation).

Contact: Jobsgarden Kft. (Simon&Mayer division)

Address: 1134 Budapest, Dévai street 19. VIII/811

E-mail address: eap@simonandmayer.hu

Phone number: +36 304450677

1. Scope of the data processed, legal basis, purpose of the processing and duration of the processing

1.1. Data management in relation to the EAP service

Description of data management case, scope and purpose of data processed

The purpose of the EAP service is to provide psychological, financial and legal advice to the employees of our Clients with the help of contracted Professionals.

The role and purpose of Jobsgarden Kft. is to receive the incoming enquires, forward them to the appropriate Professionals, and to prepare monthly report to Your Employer.

In the reports no personal data are displayed, i.e. Your Employer will not be notified that you have used our services.

You can contact us in the following ways:

- mobile phone,
- Calendly application (you can book an appointment with our Consultant when we call You back)
- E-mail,
- contact request form.

When contacting us, the scope and purpose of the data processed is as follows:

- | | |
|------------------------------------|------------------------------|
| - name: | identification |
| - company name: | identification |
| - e-mail address and phone number: | contact |
| - the topic of the question: | connect you with our Experts |

Jobsgarden shall identify the above data, register it in database and confirms the booked appointment to you in writing.

Please note that data processing is essential to be able to provide our services.

Legal basis for data processing

The legal basis for processing data is your voluntary consent under Article 6(1)(a) of the Regulation.

Duration of data processing and communication

Your data will be processed until you use the services but no longer than one calendar year and then it will be deleted. Reports will only be prepared within this deadline.

In case an Expert is necessary to be involved to answer your questions, then this activity will be the subject to the data processing too. We are not providing your contact data to the Expert without your preliminary consent.

Please be informed without providing your contact data to the Expert we will not be able to carry on our activities.

The Expert will then contact you and answer your question directly as well as handle the given information in accordance with his own data management rules.

Please be aware that in case of using the services your personal data will be not disclosed to your employer.

2. Data processors

When processing data, we involve the following data processors:

Hosting provider: unas.hu

E-mail system: Microsoft O365

Calendar application: Calendly.com

3. Cookie processing

In order to use our website in a customized and efficient way and to enhance user experience, the website may place a small data packages, called a cookies, on your computer. Cookies are identifiers that collected by the website or the server of the partner and the cookie may send to the computer used by you to identify it while you are on our website and store technical information about the way you are using the website (e.g. click-throughs, other navigation data).

Most browsers automatically accept these cookies by default. You can turn off the storage of cookies or set them in your browser to receive notifications before cookies are stored on your computer. These settings apply only to the browser and computer you are using, and cookies must be set and turned off individually per computer and per browser. By turning off cookies, we cannot guarantee the proper functioning and full use of all the features of the website.

On the website we use functional cookies only, we don't collect information for marketing or other purposes.

4. Your rights in terms of data management

You are granted the following rights based on the Regulation within the time period of the data management:

- access related to information on personal data and data management
- right to rectification
- limitation of data management
- right to erasure
- right to data portability
- right to object
- right to the withdrawal of consent

If you intend to exercise any of the aforementioned rights, you will be subjected to identification, which means that we need to communicate with you. To ensure smooth and effective identification, you are requested to give us your personal data. (These items of data can only be ones you have already provided us with.)

Your complaint regarding data management will be accessible and stored in our email inboxes within the time period appointed in our policy on data processing in terms of complaints.

The complaints concerning data management can be sent to the email address given in the introductory part.

We will reply to these complaints on data management within 30 workdays the latest.

Right to the withdrawal of consent

You are entitled to withdraw your consent to data management any time you wish to. In such cases all data given to us will be deleted from our systems. Please note that if you intend on having your data deleted from our systems during the selection process, we are obligated to inform our partner on it, which results in unsuccessful application.

Access to personal data and information

You are entitled to receive feedback on the progress of your data management. If the management of your personal data is in progress you are entitled to:

- get access to your personal data treated and be informed on the following:
 - o the purposes of data management;
 - o the categories of your personal data treated;
 - o information on the addressees or the categories of the addressees we have shared or we will share your personal data with;
 - o the planned time period within which we store your personal data, or if, to any extent, it is not possible, the aspects of determining the exact length of the duration;
 - o your right to request the rectification and the deletion of your personal data or even the limitation on its management. In case of data management based on

legitimate interest, you are entitled to object to the handling of your personal data;

- o your right to lodge a complaint to the supervisory authority;
- o if your data has not been collected from you, you are entitled to be given all the information accessible in terms of its source;
- o on the automated decision (if there is a procedure to be applied existing), including the creation of profile, and the logics to be applied as well as the sets of clear information at least in these cases, highlighting the significance of data management and all the anticipated consequences they bear.

The aim of exercising the right can only be aimed at stating and controlling the legality of data management, therefore, in case of requesting to be informed multiple times, we may charge you reimbursement in exchange for the accomplishment of comprehensive information provision.

We ensure the access to your personal data after identifying you. All the data and information treated will be sent to you in email.

We kindly ask you to indicate your request to be granted access to your personal data or the information related to data management.

Right to rectification

You are entitled to request the rectification of any inaccurate data of yours without any delay.

Right to the limitation of data management

You are entitled to the limitation of data management, provided that any of the following conditions are fulfilled:

- the accuracy of the data is contested by you. In such cases the limitation relates to the time period that enables us to check the accuracy of personal data. If there is no need for any control, then we will not apply any limitations;
- the data management is unlawful and instead of insisting on the deletion of your data, you just ask for the limitation of its use;
- we no longer need your personal data for the purposes of data management appointed formerly, but you require them for the plea and protection of civil-law claims.
- you have objected to data management. Since our legitimate interest may also justify our claim to handle your personal data, as long as it is not officially stated which party's legal justification should priority be given to, data management is to be limited.

If data management is subjected to restrictions, your personal data can only be managed by having your consent to it or through the plea and protection of civil-law claims including the protection of rights of natural or legal persons. Moreover, data management is considered to be allowed when it serves the interest of the European Union or any other common interests.

We will inform you on the removal of data management restrictions in advance. (at least 3 days before the removal of the restrictions enters into force)

Right to erasure and to 'be forgotten'

You are entitled to request the deletion of your personal data without any undue delay if any of the following conditions listed below are fulfilled:

- we no longer need your personal data for the same purpose for which they were collected or managed;
- you withdraw your consent to data management and it does not bear any other legal grounds;
- you expressed your objection to data management based on legitimate interest and there is not any legitimate reason (legitimate interest) taking precedence for data management;
- your personal data has been treated unlawfully and your complaint is regarded as righteous;
- the personal data is to be deleted in compliance with the legal obligation laid down by Union or Member State law.

If we have disclosed any of your personal data on legal grounds, and still, we are obligated to delete it due to any of the reasons indicated by you, we will take reasonably expected steps to accomplish it. We will do it by considering the cost of technology available including any other technical measures necessary to inform the data managers on your request to delete the copy and the duplicate of your personal data as well as the links indicating them. As a general main rule we do not disclose any of your personal data.

Deletion is not to be applied in case data management is a necessity:

- for the purpose of exercising the right to freedom of expression and information;
- the accomplishment of the legal obligation laid down and regulated by Union or Member State law on the management of personal data (for instance, data management in the framework of invoicing, as keeping invoices is regulated by law) and for the purposes of executing tasks performed by the data manager representing public authority as well as public interest.
- for the plea and protection of civil-law claims (for instance, if we have a claim not settled by you or in case the administration of consumer or data management complaints is in progress)

The right to object

You are entitled to object to the management of your personal data based on righteous interest due to personal reasons. In these cases we cannot manage your personal data any longer except for special cases when we can prove that there are compelling and valid reasons justifying our grounds to manage your data including the plea as well as the protection of civil-law claims. These reasons take precedence over your interests and rights to freedom.

Right to data portability

If data management is inevitable for the performance of the contract, or if it is based on a voluntary consent, you are entitled to request the data having been sent to us as a digital content, in a machine readable form, provided to you in a csv format. If the aforementioned process is technically feasible, then you can request all your data to be processed to other data managers using this form.

Legal remedies

In case we have violated any of the legislative provisions on data management or failed to accede to your request then in order for the presumptive and unlawful data management to be ceased, you are entitled to initiate a formal investigation procedure executed by the Data Protection Commissioner's Office. (address: 1363 Budapest, Pf. 9., e-mail: ugyfelszolgalat@naih.hu).

We hereby would like to inform you on your right to initiate civil proceedings before the court.

5. Data security

In the course of operating information systems, we ensure solutions related to authorization, internal organization and technology in order to guarantee data security. Due to our strict policy on data security we will prevent your personal data from falling into unauthorized hands, getting deleted or modified, or simply obtaining it from our database, risking that it might be saved by them. We will also assert our claims on data protection and data security to our own data managers.

We keep records of incidents on data protection and if necessary you will be informed about any occurrent incident affecting you.

6. Other policies

We reserve the right to modify our policy on data processing and management not affecting its legal grounds and purpose.

In case of intending to perform data management regarding the data having been compiled for purposes other than those for which they were collected, we will inform you on the purpose of data management as well as the information listed below prior to further data processing and management:

- the time period of storing your personal data or, if it is not possible, the aspects of determining this time period;
- your right to request access to all your personal data including the deletion, rectification, or the limitation of its management. You are also entitled to object to managing your personal data based on righteous interest and request the assurance of your right to data portability based on your consent or a contractual partnership;
- on your right to withdraw your consent in case of data management based on your prior consent;
- on your right to lodge a complaint to the supervisory authorities;
- on the provision of personal data indicating the type of contract along with the obligation it brings forth that may be either of a statutory or a contractual one. Our policy clearly states whether the contract is considered to be a prerequisite or if you are obligated to give your personal data and what consequences you might expect in case of failing to provide it;
- on the automated decision (in case there is any procedure to be applied existing) including the creation of profile and the logics to be applied as well as the sets of clear information at least in these cases, highlighting the significance of data management and all the anticipated consequences they bear.

Data management can only be launched in case the legal grounds of data management is based on consent. Besides being informed on our policies on data processing and

management, you are also obligated to give your consent to us in order to proceed with your application.

The present policy on data processing and management entered into force on 1st of January 2021.