

Candidates Privacy Notice

This purpose of this privacy notice is to inform job candidates (**Candidates**) on the manner and purposes Hoist Consulting Single Member S.A. (**Hoist Consulting**) processes their personal data. In particular, it outlines the procedure for the collection and processing of the Candidates' personal data, which are collected during the search and recruitment of Candidates for a vacancy at Hoist Consulting, and during the assessment of their CVs. Hoist Consulting is committed to processing their personal information in a lawful, fair, and transparent way.

Who we are

We are Hoist Consulting, a firm providing consulting and coordinating services for the collection and servicing of receivables/claims and real estate, either to creditors or owners thereof, or to third parties intending to collect receivables and/or real estate in accordance with the applicable legislation and member of the Hoist Finance AB (publ) Group of companies.

Purposes of processing, categories of personal data, legal basis of processing and data retention period

Hoist Consulting processes Candidates' data to assess their formal and essential qualifications and in order to ascertain their suitability for the envisaged vacancy.

In order to pursue the above purpose and in accordance with the principles of lawful and fair processing in a transparent manner, Hoist Consulting collects from the sources listed immediately below the following categories of personal data, always subject to strict technical and organizational measures, such as encryption, restriction of access rights and audits aimed at the security of personal data.

Purpose of processing	Category of personal data	Legal basis of processing	Data retention period
In order to assess the qualifications, both formal and essential, of the Candidates and to assess their suitability for the envisaged vacancy.	<p>Personal identification information, such as their name, e-mail, home address, phone number.</p> <p>Information on work experience and education, such as education, computer skills, foreign languages, seminars.</p> <p>Other personal information if included in the CV, such as family status, number of children, age, interests.</p> <p>Information disclosed during interviews, such as past or current financial earnings.</p> <p>Information received from persons who have chosen to provide letters of recommendation.</p>	In order to take steps prior entering into an employment contract or the fulfillment of the legitimate interests pursued by Hoist Consulting.	The personal data collected by Hoist Consulting for the assessment of Candidates for a specific position are stored until the completion of the recruitment process. In case the Candidate is hired, the personal data are stored for a longer period of time, for which a notification will be made prior to the hiring with the notification of the Privacy Notice for the Processing of Employees' Personal Data.

To verify the Candidate's qualifications and suitability for specific job positions.	Evidence of studies and other diplomas or certifications mentioned in the CV , such as degrees.		
To organize the Candidate's travel arrangements should he/she need to travel for the assessment.	Further personal information , such as an ID or passport number.	In order to take steps prior entering into an employment contract or the performance of the legitimate interests pursued by Hoist Consulting.	

If the Candidate is not selected and declares his/her intention to do so, he/she is given the opportunity to provide his/her consent to Hoist Consulting to store his/her data for a longer period of time, in order to be considered in the future for a possible position suitable to his/her qualifications. In such case, personal data will be stored for a period of one (1) year. The consent given is freely withdrawable at any time.

Where are the Candidate personal data obtained from?

Firstly, Hoist Consulting obtains the personal data of the Candidates in the following ways:

- Directly from the Candidate, such as by sending a CV by e-mail or by physical presence and/or during the interview process.
- From companies of the Hoist Finance AB (publ) group, to which Hoist Consulting belongs and to which the CV is sent or otherwise the Candidate expresses interest in working at Hoist Consulting.
- From websites on which Hoist Consulting has posted an advertisement for a specific vacancy and on which the Candidate has posted a CV in order to be notified to Hoist Hellas.
- From human resources staffing service providers or other entities to which Candidates have already disclosed your personal data (data controllers)

Finally, Hoist Consulting may receive personal data of Candidates from companies providing aptitude or personality tests, where this is permitted under applicable law (when they communicate Candidates' results in these tests), from online professional networking sites (e.g. LinkedIn), as well as from their current or previous employers or colleagues, in the form of recommendations (if they expressly consent to this).

Disclosure of Candidates' personal data

Hoist Consulting does not disclose Candidates' data except in the following specific cases where it is deemed absolutely necessary to and in accordance with the requirements of applicable law:

- Companies of the Hoist Finance AB (publ) group, to which Hoist Consulting belongs, if required for the specific job and only for the purpose of better assessment of the Candidate.
- Human resources and relevant consultancy companies that assist Hoist Consulting. These companies may be different from those originally approached by the Candidate.
- Office or security service providers in the context of scheduling a meeting for the Candidates' interviews or when entering the Hoist Consulting premises.

Candidates' personal data will generally be kept within the EU/EEA or in countries where the European Commission has considered that they provide an adequate level of protection. Their data

may be transferred from the EU/EEA to countries that have not received an adequacy decision from the European Commission. This is particularly the case where continuous technical support (24 hours a day, 7 days a week) is needed to maintain the IT infrastructure and IT services. Contractually, transfers outside the EU/EEA or to countries without an adequacy decision by the European Commission are based on standard data protection clauses approved by the European Commission, a copy of which Candidates can obtain by contacting Hoist Consulting.

Candidates' statutory data protection rights

Right to access: You have the right to request a copy of the information that Hoist Consulting holds about you. If you would like a copy of some or all of your personal information, please contact Hoist Consulting using the contact details stated below. Hoist Consulting will respond to your request within one month of receiving your request.

Right to rectification: Hoist Consulting wants to make sure that your personal information is accurate and up to date. You may ask Hoist Consulting to correct or remove information you think is inaccurate. Hoist Consulting may ask that you provide reasonable proof to verify your request.

Right to restrict processing: If you believe the personal information Hoist Consulting holds is inaccurate, unlawful, or that it does not have legitimate interest to process it, you can request that Hoist Consulting restricts any processing until this is rectified.

Right to object to processing: Where your particular situation merits that Hoist Consulting no longer processes your information for the performance of a task carried out in the public interest or based on our legitimate interest, you have the right to object to the processing.

Right to data portability: This right allows you to obtain in a structured, commonly used format, and reuse the information you have provided to us for your own purpose and have it transmitted directly to different services. This applies only to information we use based on your consent or on a contractual basis.

Rights related to automated decision making and profiling: You have the right to safeguards against the risk of potentially damaging decisions being taken without human intervention. This right applies where a decision is based solely on automated processing and produces a legal effect or similar significant effect. If this is the case we must ensure you are able to obtain human intervention, express your point of view, and have the opportunity to challenge it. Hoist Consulting will also explain the logic behind the decision.

Profiling is defined as any form of automated processing intended to evaluate certain personal aspects of an individual to analyze or predict aspects of their personal circumstances, behaviors or abilities. Processing must be fair and transparent, use appropriate mathematical or statistical procedures, use appropriate controls to minimize inaccuracies and secure personal data.

At the moment Hoist Consulting does not use any such automated individual decision making or profiling.

Right to erasure ("right to be forgotten"): You may ask Hoist Consulting to delete the information it holds on you where it is no longer necessary for the purpose for which it was collected, where you withdraw any consent you provided for its processing, where you object to our processing of it (see above), or where our processing is unlawful. Please note, however, that Hoist Consulting is also subject

to certain legal obligations that prevent it from immediately deleting all your information. For example, Hoist Consulting is legally obliged to keep certain data for tax reasons and to fulfil documentation requirements around employee training. However, any data Hoist Consulting is prohibited from deleting will be blocked and, when it is no longer obliged to keep it, erased.

Right to lodge a complaint: You have the right to lodge a complaint with the Hellenic Data Protection Authority: www.dpa.gr.

Changes to this Candidates' Privacy Notice

Hoist Consulting regularly reviews this privacy notice. Hoist Consulting will notify you of any substantial updates and any updates that affect you in advance. Minor changes to the notice, such as making it clearer, will be implemented without directly notifying you.

Update

This notice was last time updated on: 15 November 2024

How to contact with Hoist Consulting

Please contact us if you have any questions about our privacy notice, information we hold about you or the basis upon which we process such information:

Hoist Consulting Single Member S.A.

Astronafton 1
15125 Marousi, Attiki
Greece
privacygreece@hoistfinance.com

You can also contact the Group's Data Protection Officer directly:
Hoist Finance AB (publ), Group Data Protection
P.O. Box 7848
SE-103 99 Stockholm
Sweden
dpo@hoistfinance.com