

## INFORMATION FOR JOB APPLICANTS REGARDING THE PROCESSING OF THEIR PERSONAL DATA

### **1. Data for the Administrator of personal data and contact details**

Musala Soft EAD, Unified Identification Code 202569949, with address: Sofia, Dragan Tsankov Blvd. 36, floor 5, office 505, ("The Company", "We", "Us")

### **2. Objectives and principles in the collection, processing, and storage of your personal data**

We collect and process personal data provided by you in different ways, depending on whether you have applied for a job at Musala Soft EAD or by way of an unsolicited application. You are under no legal or contractual obligation to disclose your personal data. However, we can neither accept applications nor inform you about suitable jobs without the personal data that must be entered as part of the application (marked by mandatory fields).

We follow the following principles when processing your personal data:

- Legality, good faith and transparency;
- Limitation of processing purposes;
- Relevance to the purposes of the processing and minimization of the collected data;
- Accuracy and timeliness of the data;
- Limitation of storage in order to achieve the objectives;
- Integrity and confidentiality of processing and ensuring an appropriate level of security, regarding personal data.

### **3. Categories of personal data we collect and process for you**

To achieve the aforementioned goals, We collect and process your following personal data: full names, mobile telephone, e-mail address, CV and LinkedIn Profile Link.

The following categories of data may additionally be collected by voluntary entry by the job applicant and subsequently processed: Personal data (date of birth), Address data, Contact data (telephone number), Application documents (curriculum vitae or references), Professional history (information on your previous employment), Data on your education (information on university or school degrees), Professional requirements (desired scope of employment, desired salary, period of notice), Skills and qualifications (additional training, certificates, languages, hobbies).

#### **3.1 Transcription of interview**

We would like to keep a text record (transcription) of the conducted interviews via video call. The interviews will be transcribed for the purpose of accurate documentation and analysis. Furthermore, a summary of the transcript can be provided to the candidate for their benefit upon request.

Up to 2 months after the interview is conducted, the collected transcript with personal data will be anonymized or deleted.

I give my consent to the transcription of all online meetings that might be conducted during the interview process.

\*Not giving consent would not have any negative impact on the interview process.

### **4. Legal basis for processing your personal data**

We process your personal data on the following grounds:

- Assessment of the candidate's suitability;
- Receiving evidence for the qualities and qualifications, necessary for occupying the respective position;
- Establishing contact with the candidate for setting up an interview.
- Fulfillment of Our legal obligations as an employer, established in the current labor, tax and accounting legislation.
- Application analysis such as verification of your previous employment or employment reference(s) that you have provided, background checks and related assessments.



#### **5. Who has access to your personal data**

The personal data you provide may be accessed by:

- The employees of the talent acquisition department responsible for the candidate selection procedure, the finance department, as well as the responsible manager in whose department you will work.
- Third parties in order to, obtain pre-employment references from other employers, obtain employment background checks from third party providers and to obtain necessary criminal record checks.

#### **6. Term of storage of your personal data**

In accordance with Regulation (EU) 2016/679 and the retention policy of Musala Soft, we will use and store the personal data provided by you for a maximum of 5 years, or until you revoke the consent you have given to us.

#### **7. Your rights as a data subject**

At any time while we store or process your personal data, you have the right to request and obtain access to personal data that the Company stores about you, to request the correction of errors in the personal data provided, to request the deletion of your personal data or to objections to the processing of your personal data.

You can exercise all your rights regarding the protection of your personal data by making your requests in any form that contains a statement to this effect and identifies you as the owner of the data by contacting the Company at the address indicated in this information. Please find more details on our Company's [GDPR Policy](#).

If you have any questions about exercising your rights, please contact our Data Protection Officer at [gdpr@musala.com](mailto:gdpr@musala.com) or you can also address your inquiries directly to: Musala Soft EAD, Sofia, Dragan Tsankov Blvd. 36, floor 5, office 505, to the attention of the data protection officer.

Furthermore you have the right to file a complaint regarding the processing of your personal data by the Company to the Commission for the Protection of Personal Data.

### **CONSENT**

I agree that data provided by me is an act of personal decision and I accept that my personal data will be processed for the purpose of applying for the announced position in accordance with Regulation (EU) 2016/679.

I consent that my data will be stored according to retention policy of Musala Soft EAD.

I acknowledge that data provided by me, can be sent to third party for job opportunity purposes.

Declarator: \_\_\_\_\_

Date: \_\_\_\_\_