

# **DAIOS LUXURY LIVING**

## **NOTICE / CONSENT OF CANDIDATE EMPLOYEES**

### **1. FOREWORD**

Your personal data privacy policy is in place and binding for:

- The Management of the Company.
- The Company's Staff.
- Collaborators, contractors and any person acting in the name of and on behalf of the Company.

The present Notice applies to the personal data provided by you via the recruitment application, as well as any additional data provided by you in relation to this (letters of recommendation, etc.).

The Company respects your concerns regarding the privacy of the personal data you provide. We consider it important to inform you about how we use your personal information and the legal premises of this processing. Within this context, the Company commits itself to:

- protecting the Personal Data communicated through all media (eg. Curriculum vitae in printed or electronic form), in accordance with the European Regulation on Personal Data Privacy 679/2016.
- ensuring the legitimate and appropriate processing of protection and confidentiality of the Personal Data received, including to prevent any unauthorized access to said data, as well as the equipment used to process or archive this.
- processing the Personal Data solely for the purpose for which it is collected. In the instance where it is necessary to process your data for a different purpose, this may only be carried out with an updated communication to you and with your explicit consent.

We therefore strongly encourage you to read this Notice carefully and check the 'I Agree' option if you understand and agree with its content. You may also check the 'I Disagree' option. In this instance however, it is necessary to point out that by law we will be unable to continue the recruitment process regarding your application.

### **2. HOW WE USE YOUR DATA**

Your data will be used by us to evaluate your application, review your recommendations, verify the correctness of your information, and possibly contact you about the position as well as fulfilling our contractual and legal obligations during the term set out by our employment contract. Your personal data will only be used for the above purposes and will not be disclosed to third parties for other non-relevant purposes.

### **3. SHARING WITH THIRD PARTIES**

As part of our work, it may be necessary to share some of your data with our external collaborators (eg tax consultants, etc.). We also have a legal obligation to disclose documents containing your personal data to the tax

authorities and insurance carriers. In such cases, we assure you that we are vigilant in implementing all necessary security measures so that the transfer of your personal data is carried out in the safest possible way.

#### **4. DURATION PERIOD OF YOUR PERSONAL DATA ON FILE**

In the instance your application is successful and you sign a contract of employment, we are obliged to keep your personal data for the duration of our cooperation and for the period required by the applicable law in order to fulfill our obligations to third parties (including tax authorities and insurance carriers). If these limitations cease to exist, we will permanently delete your data after you have been informed and consulted where possible.

In the instance your application is unsuccessful, we will keep your data on file for three years, and thereafter it will be permanently deleted.

#### **5. YOUR RIGHTS**

It is possible to request information about your personal data at any point in time. Specifically, you may have access to your file and request any data to be corrected or deleted (on the premise that no legal and insurance obligations are violated). Finally, you have the right to ask us to transfer your data to another Responsible Person or Processor. For all of your rights above, you can submit a request with us at the following email address: [info@daioshotels.com](mailto:info@daioshotels.com).

In the event where one of the above rights is exercised, we will take all reasonable measures to satisfy your claim within one month of its receipt, informing you in writing of the completion of your request or of the reasons rendering your request not possible or those reasons causing delay beyond the specified one-month period. We will also inform you of your further rights in case of inappropriate response on our part. This information is in principle provided free of charge by us.

You maintain the right to withdraw your consent by informing us either by letter to the registered office address of the company : DAIOS LUXURY LIVING, Leoforos Nikis 59, 54622, Thessaloniki, Greece, or by email (at the following address [info@daioshotels.com](mailto:info@daioshotels.com)), stating your full details and reason for contact. In this instance please be informed that such a withdrawal signals the automatic discontinuation of our cooperation, given the need to process your data for the performance of our contractual obligations.

If you find that your rights regarding your personal data are being affected, you have the right to submit a complaint / report to the Personal Data Protection Supervisory Authority : <http://www.dpa.gr>, Kifisias 1-3, 115 23, Athens, tel. +30 210 6475600, email: [contact@dpa.gr](mailto:contact@dpa.gr).

**I have been notified of the receipt and use of my personal data and information.**