



**VALMIERA
GLASS**

PERSONAL DATA PROCESSING REGULATIONS FOR ENSURING PERSONNEL SELECTION

VALMIERAS STIKLA ŠĶIEDRA, AS, reg. No. 40003031676, registered address: Cempu iela 13, Valmiera, LV-4201, Latvia, tel. +371 64202216, e-mail address: [latvia\[at\]valmiera-glass.com](mailto:latvia[at]valmiera-glass.com), (hereinafter the "Company"), in accordance with the conditions of Article 13 of REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (*General Data Protection Regulation*), hereby informs you about the processing of personal data in the process of personnel selection:

1. PERSONAL DATA

All the information included in your submitted CV, as well as in your motivation letter, for example: name, surname, personal ID number, residence address, work and study/training experience, language proficiency, additional knowledge/skills, interests/hobbies, telephone numbers, e-mail address, photo or another identification information, as well as information collected from persons who have provided references on you, if you have explicitly allowed to contact the relevant persons. In the event you are invited to a job interview, information provided during the job interview shall be recognised as your personal data.

2. PURPOSE OF PERSONAL DATA PROCESSING

Selection of Company's personnel and observance of own legitimate interests in so far it applies to personnel selection.

3. LEGAL BASIS FOR DATA PROCESSING

3.1. CONSENT: you have the freedom of choice to express your wish to apply for career opportunities; the Company will perform the processing of your personal data for the aforementioned purposes only if the Company has received your CV.

3.2. Upon receiving your CV, the Company will have a legal basis to process your CV, assessing the information contained therein and organising personnel selection for a particular position.

4. RECIPIENTS OF PERSONAL DATA

4.1. The Company ensures that only the employees, whose job responsibilities include personnel selection, will access the personal data you provided, as well as ensures the confidentiality of the data you provided and the processing of data to the extent stipulated by laws and regulations.

4.2. In the event complaints are received regarding any selection process, the information collected and processed during the selection process may be transferred to the institutions specified by laws and regulations.

5. STORAGE

5.1. All the information collected when the candidate applies for vacancies and/or provides additional information will be stored in the database of the Company for no more than six months to observe the legitimate interests pursued by the Company. In the event you do not want that your data are stored during all this period, you can specify that during negotiations to the Company's representative or by e-mail to [data.GDPR\[at\]valmiera-glass.com](mailto:data.GDPR[at]valmiera-glass.com).

5.2. In the event the Company is involved in a dispute regarding the selection process, information processed during the entire selection process will be stored until the examination of a complaint and the entry into force of the final court judgement.

6. RIGHTS OF THE DATA SUBJECT (CANDIDATE)

6.1. You have the right to request the provision of access to your data. With regard to all the data processing matters specified herein, you can ask questions of your concern by writing an application:

- E-mail address: [data.GDPR\[at\]valmiera-glass.com](mailto:data.GDPR[at]valmiera-glass.com), or
- Cempu iela 13, Valmiera, LV-4201, Valmiera.

6.2. You have the right to request the restriction of processing of the data you provided, as well as the right to data portability and the rectification and erasure of data. A request for the erasure of data can be reasonably rejected. The Company provides a reply to your request within thirty days.

7. GENERAL

The Company has the right to introduce amendments to these Regulations. The current version of these Regulations is available on the Company's website www.valmiera-glass.com under the section PRIVACY POLICY.