

C-JOB NIKOLAYEV PRIVACY STATEMENT

Introduction

You are reading the privacy statement of C-Job Nikolayev. Here we explain what personal data we use and why. We think that it is very important that we handle personal data carefully, and this is why we process and protect these data carefully.

If you wish to contact us about this privacy statement, please contact us via the following contact details:

- Address: Artyleriiska 17/6, 54006 Mykolayiv, Ukraine
- Chamber of Commerce reference number: 41614272
- Telephone: +38 (0512) 776 018
- Website: <https://c-job.ua.com/>
- Email: office@c-job.com.ua

Personal data that we process

Through interaction with C-Job Nikolayev via our services, website, or other channels, certain information is shared with us. This may include personal data. We do not always process all the data detailed below; it depends on the actions you take. For example, we process CVs, motivation letters and level of education only when someone applies for a job with us.

Below is an overview of the personal data that we process:

- First and last name
- Company details
- CV
- Gender
- Date of birth
- Place of birth
- Address
- Phone number
- E-mail address
- IP address
- Information about your activities on our website
- Internet browser and device type
- IBAN - NAW data
- Chamber of Commerce number
- Level of education

For what purpose and on what basis do we process personal data?

Depending on your actions, we process your personal data for the following purposes:

- To communicate with you by means of, for example, our newsletter, e-mail or telephone
- To issue a quotation (on request)
- To process job applications
- To send invoices
- To be able to answer questions or to handle complaints via e-mail, post, social media or by telephone
- To improve our website (in which case, data is used anonymously)

Automated decision-making

We do not make decisions based on automated processing on matters that can have (significant) consequences for the people concerned. Automated decisions are taken by computer programs or systems, without a person (for example an employee of C-Job Nikolayev) being involved in making that decision.

How long do we store personal data?

We do not keep data for longer than necessary. This means that we keep data as long as necessary to provide the requested service or when we have obtained your consent to do so. We keep your data for one year following your application, should a position that would suit you become available. Exceptions to this is data that we are required by law to keep longer than the above-stated time.

How do we protect personal data?

C-Job Nikolayev takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you are under the impression that your data is not properly secured or there are indications of abuse, please contact us at office@c-job.com.ua

Sharing personal data with third parties?

C-Job Nikolayev does not sell your personal data to third parties and only provides it if this is necessary for the execution of our contractual agreement with you or to comply with a legal obligation. With companies that process your data in relation to our contractual agreement, we sign a processor's agreement to ensure the same level of security and confidentiality of your data.

On our website we have links to various social media channels and it is also possible that we have links to other websites from our website. Read the privacy statements of these channels and websites to know how they deal with privacy.

Cookies, or similar techniques, that we use

In addition to technical and functional cookies, we use only analytical cookies that do not infringe your privacy on our website. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit a website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly as well as remembering, for example, your personal preferences. In this way, we can also optimize our website. You can decide not to accept cookies by adjusting your internet browser so that it does not accept and store cookies. In addition, you can also delete all information previously saved via the settings of your browser.

Viewing, modifying or deleting data

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your consent to the data processing, or to object to the processing of your personal data, by C-Job Nikolayev. You also have the right to data portability. This means that you can request that we send the personal information we have, in a computer file to you or another organization nominated by you.

You can send a request for access, correction, deletion, data transfer of your personal data, request for withdrawal of your consent, or objection to the processing of your personal data, to office@c-job.com.ua

To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. This copy (in black) should include passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and social security number. This is to protect your privacy. We will respond to your request as soon as possible. We would also like to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteitpersoonsgegevens/tipons>.