

## **Privacy Notice for the Candidates for Employment MEDIAGENIX MKD DOOEL Skopje - Data Protection Statement -**

The protection of your privacy when using our services is very important for Mediagenix MKD DOOEL Skopje (hereinafter as: “we” “us” or “**Mediagenix**”). We would like to inform you about how your personal data will be used throughout the application and recruitment process.

### **Who will control your data?**

With regard to data processing throughout the recruitment process for job positions in Mediagenix MKD DOOEL, with its registered seat in st.Maksim Gorke nr.13/1-1 Skopje, Republic of North Macedonia, we, Mediagenix MKD are responsible as controllers for your data within the meaning of data protection legislation. In this context, the data protection regulations in the Republic of North Macedonia, and primarily the Law on Personal Data Protection (LPDP), shall apply.

Your personal data related to your job application and applicant profile will be stored on an online platform called “Lever”.

### **How can you submit your application?**

You can apply for open jobs at Mediagenix electronically via the Mediagenix vacancies website and you can submit your open application to be considered on a rolling basis. You can attach your resume and add your personal data required for the application. Your application submitted through this website will be made visible and your data will be made accessible to the Mediagenix company that will handle the recruitment process.

### **For which purposes do we process your data?**

- To evaluate your application and qualifications for employment and to reach recruitment decisions in relation to the selection of (forthcoming and potential) employees;
- To undertake pre-employment screening of candidates for employment, including identity check, right to work verification, reference check, medical check (physical preparedness check and vision check) for your occupational capacity;
- To inform you (via e-mail, SMS or otherwise) about the progress of your application for employment;
- When you are successful in the recruitment process, to provide you with a job offer and an agreement for employment/engagement, and to prepare to commence your employment/engagement if you accept a job offer from us;
- To deal with any query, challenge or request for feedback received in relation to our recruitment decisions.

### **How do we collect personal information?**

In most circumstances, we collect your personal information directly from you. You will usually provide this information:

- directly through your online application and your online applicant profile; or
- directly to Mediagenix via email, through post or a special mailbox in our premises.

We may also obtain your personal information from third parties, including from:

- recruitment portals and platforms;
- your named referees;
- Mediagenix's employee(s) when they recommend you for employment; or
- other sources, such as LinkedIn.

### **What personal information do we collect?**

You decide what details to include in or attach to your application via our online form. You may at any time add to, amend or delete the data collected via your applicant profile. At the same time, you must ensure that your applicant details are true, up-to-date and complete (this is also valid for all documents attached to your application).

We may collect the following personal information about you for the purposes described in this notice:

- **Personal details:** title, name (first and last name), gender, date of birth, age, personal contact details (physical and electronic), including street name and number, postal code, city, country, email, phone number, LinkedIn and/or other profile (optional).
- **Information about your technical skills and qualifications:** Resume/CV, academic background, skills and competencies, trainings, work experience and employment history, personal interests, languages spoken, references and reviews of you as a candidate provided from your previous employers, (other) information included in your CV, cover letter and your application form, interview and assessment data, questionnaire and test results (if applicable), details of any offer made to you.
- **Health information:** information required by law regarding your health that is obtained during the recruitment process so as to assess your occupational capacity for the specific job position and, if needed, to implement special measures for individuals with disability. Please be aware that we may not be able to process special categories of information even when it has been provided inadvertently. We may delete all documents containing special categories of information where we have no lawful basis to hold it.
- **Other information:** voluntarily provided by the candidate.

### **Why do we have your data?**

We process your personal data as is necessary for the establishing and the performance of a contract to which you are a party or in order to take steps, at your request, prior to entering into such a contract.

We may process your data when the processing is necessary to ensure the Mediagenix's compliance with its legal obligations, like for example to comply with our obligation to check your eligibility to work in the country before the beginning of your employment with us (work permit requirements), or to carry out pre-recruitment medical checks to assess your working capacity for the specific job position.

We have a legitimate interest to process personal data and keep records during and regarding the recruitment process so as to properly manage the process, assess your suitability for employment and make a final decision on the most appropriate candidate to offer the job in question to. We may also need to keep and process your data if needed to respond to and defend against legal claims.

### **When do we need your specific consent to process your data?**

Should your application for employment be unsuccessful, and upon your consent, we may retain and continue to use your CV and other personal data collected during the recruitment process in order to consider you for new positions.

Your decision to provide us with such a consent, or to decline so respectively, will not influence the assessment of your profile as a candidate for employment nor will it be considered a factor into the result regarding your application within the recruitment process.

### **Who may receive your data? Where may your data be transferred?**

We may share your personal data with other members of the Mediagenix companies or a third-party service provider for administrative purposes or to protect our legitimate interests in performing the recruitment process.

When processing your application, we take the liberty of checking whether another vacancy within one of the Mediagenix companies may be suitable for you. Other than this, your data will under no circumstances be passed on to third parties or persons outside Mediagenix or used for any other purpose.

When registering and filling in your electronic application you will be on an online platform managed by Mediagenix.

Where Mediagenix transfers personal information within the Mediagenix or to any third party service provider between different jurisdictions, including (but not limited to) transfers to the European Economic Area (EEA) and the EU, or a third country (e.g. Singapore) for the purposes outlined in this notice, Mediagenix will take appropriate measures to ensure that an adequate level of protection of personal information is put in place (through suitable guarantees such as a contractual arrangements, use of Standard Contractual Clauses).

Your personal data may be disclosed to governmental or regulatory authorities, courts and law enforcement authorities or agencies as required by and/or in accordance with the applicable law and regulation.

### **How long will we keep your data?**

For recruitment purposes at Mediagenix, personal data obtained from your job application, may be registered and kept for six (6) months after the end of the relevant recruitment process.

Based on your explicit consent, we may retain and use your personal data gathered throughout the recruitment process for additional 18 months after the termination of the recruitment process.

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to promptly process your application.

### **What are your rights?**

Your personal data will not be used for automated decision making, including profiling, which produces legal effects towards you or similarly significantly affects you.

You will have the right to request from Mediagenix for the rectification (correction) and/or erasure of your data, restriction of processing, receiving and transmission of your data to another controller, access/insight to the personal data being transferred, and for enjoying your right to withdraw your consent for data processing at any time, and your right to lodge a complaint to the local supervisory authority, namely to the Agency on Personal Data Protection at [info@privacy.mk](mailto:info@privacy.mk), and/or to seek a judicial remedy.

You will have the right to object to your personal data processing on grounds relating to your particular situation, where the personal data processing (including profiling) is necessary for the purposes of preserving Mediagenix's legitimate interests.

You may exercise your rights listed above, whenever:

- With reference to the request for rectification: Your data is inaccurate or incomplete;
- With reference to the request for data erasure: (i) your data is no longer necessary in relation to the purposes for which it was collected, (ii) the consent for data processing has been withdrawn, (iii) the objection has been submitted against personal data processing, (iv) the data has been unlawfully processed, (v) the personal data has to be erased for compliance with a legal obligation;
- With reference to the request for restriction of data processing: (i) you contest the accuracy of the personal data, (ii) the processing is unlawful and you oppose the erasure of the data, and request the restriction of its use instead, (iii) Mediagenix no longer needs the data for its purposes, but you require to keep the data for the exercise of legal claims, (iv) an objection to data processing has been submitted – until the verification whether the legitimate grounds of Mediagenix override those of the objection;
- With reference to the request for the data receiving and transmission (data portability): (i) the processing is based on your consent or the employment contract that you have entered into with us, and (ii) the processing is carried out by automated means.

**How to enforce your rights and where to find more information?**

If You have any questions or complaint regarding your personal data being processed by Mediagenix, and/or the rights you possess regarding the data processing, please communicate your inquiry to the local DPO on the following email [privacy@mediagenix.tv](mailto:privacy@mediagenix.tv) or telephone number +32 2 467 34 30.