

## **CATENON TERMS AND CONDITIONS**

You are about to take part as a candidate in the selection processes carried out by CATENON for multiple companies from different sectors of activity that may demand a professional profile such as yours. Being part of CATENON is being part of a global leading group in the search of professional talent and recruitment and gives you the option to look for new and/or better job opportunities.

In the event that you place your trust in us for the chosen or future selection process that may match your talent and professional profile, we inform you under our transparency policy about certain conditions affecting the processing of your personal data and associated information that we may need, as well as other relevant aspects related to our activity.

### **Who will process the information associated with your application?**

CATENON, S.A. with headquarters in Spain, will manage through its resources all the information, personal or related to third parties, that affects the various selection processes in which you could be included or interested.

### **Who will be able to access your information?**

CATENON is made up of various entities with offices worldwide, so when you decide to be a candidate, the information we have about you may be accessible and processed by all the companies in the group under different parameters:

- Job offers will geographically reference one of the headquarters of the entities that make up the group.
- By virtue of the different offers in relation to your profile, for example: languages, place of birth, international experience, mobility, or other characteristics in order to actively manage the recruitment and selection according to the characteristics of the job offered by our customers and, thus, to select our best candidates.
- In the interest of CATENON or your customers by virtue of the offer and requirements of the candidacy or selection process associated therewith.

Likewise, and for the same purposes as those described above, your information may be accessed and processed by the employees and agents we have worldwide. In any case, all of them are bound and obliged to comply with sufficient guarantees to keep the strictest confidentiality.

Finally, through our resources, the bidding customers of the different sectors of activity, only in accordance with the recruitment and selection process linked to a specific job offer and, exclusively, those candidates whose profile may match the requirements and characteristics demanded.

### **What kind of personal data do we process?**

CATENON only needs you to accept these terms and conditions and for you to send us your updated curriculum vitae in order for you to take part in our recruitment and selection processes.

Also, during the selection process we may request additional information to comply with the provision of the service and customers offering jobs in order to validate the requirements and qualifications of each job offer. To that end, we may request the following from you:

- Employment history.
- Criminal record certificate.
- Sexual assault offences certificate.
- Economic conditions.
- Wage benefits, pension scheme.
- Other necessary or mandatory documents under the specific selection process.
- Interests and hobbies.
- Health data or sensitive information.
- Our own evaluations or those of the suppliers with whom we collaborate in the selection processes.

Similarly, we will process information arising from or related to the different tools and resources of evaluations that we carry out through our selection tools with the purpose of being able to prepare a professional profile adjusted to the needs demanded by our customers. As a part of these sources of evaluation, only in the case that your profile is one of those selected, you will need to have an online interview, which will be filmed and recorded, and the entity offering the job may have access to it.

### **Why can you be part of CATENON?**

CATENON is continually in the process of recruiting talent in order to be able to offer your customers the best professional profile demanded and to have the most qualified professionals possible in an increasingly specialised framework of activity. That is why CATENON uses its own and third-party sources to find a synergy between candidates and customers. Through third party sources we bring together our employees, agents and employment service providers including professional platforms or through references from the candidates themselves. Our exclusive purpose is to see which profile is the best suited for the part of the selection process. CATENON will only process personal data and associated information when you voluntarily and freely decide to form part of CATENON.

We use external sources for the purpose of getting to know a possible candidate, in other words, to know if you could match the requirements demanded by our customer and, in the event that your professional profile matches these requirements, we will contact you so that, if you so wish,

you can be part of CATENON and of the selection process in question, or other future ones by virtue of your professional profile.

**For what other purposes can your personal data be processed?**

Your personal data and information associated with the candidacy or talent processed by CATENON may be processed for marketing purposes in order to send you offers that may match your professional profile; news of interest from the sector or on CATENON's own activity. Such marketing shall be carried out by means of online communications, including social networks. In any case, we inform you that you can oppose at any time this purpose through such communications or by sending an email to: [lopd@catenon.com](mailto:lopd@catenon.com) or by filling in the form on our Website.

Other purposes for which we can process your personal data would be framed within the various communications that we may carry out with the candidate for selection processes in which they are included. Also, the collection of data connecting the various resources in relation to access to and browsing of the content included on the Website.

We may also process data for statistical and analytical purposes with respect to our selection and recruitment processes, as well as to prevent candidate fraud or to validate the information available to us.

**What legal basis do we adopt for each of the processing purposes?**

The main legal basis for processing your personal data and associated information lies in the execution and satisfaction of a contract (article 6.1 b GDPR) between the interested party or candidate and CATENON as a provider of talent search and selection processes together with customers in relation to job offers.

Likewise, based on our legitimate interest and that of third parties, in accordance with article 6.1 f) we may process your personal data for the benefit of CATENON, except when your rights and interests are not compromised. These legitimate interests include the processing of data for research purposes and the improvement of selection and recruitment processes, as well as the communications we may send you for the purposes of the various selection processes.

Similarly, we need to process your personal data where legally required, including for internal compliance audits. For all other purposes for which we process your personal data, we will need your consent.

**Can CATENON make automated decisions?**

Yes, and we may do so at some point. CATENON can use automated decision making in its processes to provide the candidate and the customer with those services adjusted to the

selection process that they demand from us. On the contrary, the decision affecting the selection process is taken under human intervention through our expert recruiters and selection evaluators along with the intervention and decision of the customer.

### **What is meant by automated decision-making processes?**

Making a decision that does not require human intervention. Such automated decisions always respect the anti-discrimination policy and are never made against the rights and freedoms of candidates. For example, an automated decision would include the segmentation that we could make to select a certain professional profile in relation to the requirements or qualifications demanded by the customer. In addition, outbound marketing segmentation on social platforms through so-called ads and target segmentation of recipients.

For example, when our customers are looking for candidates for a position, we may perform a search of our candidates using automated criteria that take into account your skills, abilities, salary range and, in some cases, evaluations from other employers that allow us to rank the candidates as best suited to the customer's requirements. This means that sometimes your talent and valuation may be higher than others, depending on the factors that match the customer's needs.

### **Video-interviews in the recruitment process**

All recruitment processes in its final phase require the completion of a video-interview, being mandatory to be one of the finalists in the process in which you are part. CATENON will schedule a date for you to carry out the video-interview (image and voice) that will be filmed and recorded by CATENON with the internal access of Catenon, as well as the access of the third entity for which the selection is being carried out.

The purposes for the displaying and recording of the video-interview are:

- As part of the recruitment process in which you are participating.
- To assess your skills according to the position offered by CATENON and its client.
- For the improvement of CATENON recruitment processes.

CATENON is committed to the use of the video-interview under the intended purposes and not to infringe the rights of honor, image and privacy in accordance with the Organic Law 1/1982, of January 5, Civil Protection of the Right to Honor, to the Personal and Family Intimacy, and the Own Image, as well as respect for the right to privacy of the candidate. This commitment is assumed by all the participants and it will remain in a temporal and geographical limit of time for the established purposes.

### **To whom can we send or use your personal data?**

As we have informed you, your personal data may be processed by the companies that make up the CATENON group: Catenon Iberia, S.A.U.; Innovaciones para la Gestión de Personas, S.L.; Catenon, S.A.R.L.; Catenon, A.P.S.; Catenon, GMBH; Catenon Servicios de Consultoría, Formacao e Recrutamento em Recursos Humanos, LTDA; Hub Innova & Talento SA de CV; and Catenon Insan Kaynaklari ve Danismalik, S.L.

Likewise, due to the diversification of the selection processes, CATENON employees, agents and recruitment professionals who may be located in countries outside the European Economic Area can process the data and information exclusively for the management of recruitment and selection processes in those countries associated with certain offers located in geographical areas different from the entities that make up the CATENON group.

On the other hand, third party entities (entities offering the jobs) that request from CATENON the recruitment of candidates by virtue of the characteristics they demand. These third parties will be able to access information on the candidates within the selection process in order to be able to know the status of the processes, as well as the information we obtain both from the candidate(s) themselves who are part of the process and from the tests and evaluation associated with that process. We disclose your information (access) to these entities during the selection process in order to share information with them for proper decision making.

In order to carry out all data and information processing and to be able to safeguard the data, we require entities or service providers both in terms of the securing of personal data and associated information, and of the sending of electronic bulletins or related communications. These entities or service providers are necessary for CATENON to be able to manage the processing of personal data and have the necessary guarantees (ISO 27000) in order to protect the integrity, availability and confidentiality of the information.

Finally, to national and international supervisory bodies or control authorities, as well as governmental entities or jurisdictional bodies. To our third party suppliers (auditors) within our default evaluation and design processes.

### **Is it necessary to carry out international data transfers?**

In certain recruitment and selection processes it is necessary by virtue of the location of the customer linked to the job offer for those customers and our entities that make up the group, as well as employees and agents, to access and process personal data in your interest as well as that of third parties. All our entities and employees and agents, as well as our customers, comply with the utmost diligence and confidentiality, having adopted internal and private agreements to ensure such diligence and exigency.

In addition, some of our service providers are located outside the European Economic Area, specifically in the United States, and are adhered to the Privacy Shield as a guarantee of security and as a guarantor for the protection of personal data.

### **How long do we store your personal data?**

We will store your personal data depending on the legal basis to which they are subject. The following storage periods may be applied, after which they may be blocked for processing in order to respond to any claim or liability arising or based on the processing entrusted.

Indefinite based on the affected contractual relationship, with personal data and associated information being processed until the binding decision not to join CATENON is reached. After this completion, the personal data will be kept for the limitation period decided under law. For this purpose, such data will be blocked and deleted after the expiry of the limitation period, with a period of 10 years being established for all purposes, since we have to keep certain information as a result of the employment relationship that may arise with one of our customers through our recruitment and selection process.

On the basis of the consent you can give us for purposes that are so established, personal data will be processed until the date of withdrawal.

In the legitimate interest, your data will be processed until the end of the same and will be kept during the period of exemption from possible liabilities affecting said processing, with a maximum period of 5 years being established.

By virtue of the legal storage obligations derived or imposed by the regulation affecting the activity of CATENNON.

### **How and in what way can you exercise your legally recognised rights?**

You can exercise the rights that the European and national regulations establish for you at any time: access, rectification, deletion or forgetting, limitation and portability. In order to be able to exercise these rights, you will need to provide a document accrediting you identity and to justify your request.

You can send your request by email to: [lopd@catenon.com](mailto:lopd@catenon.com). We would appreciate if you could reference "data protection" or the right you intend to exercise in the subject of the email.

You can learn more about your recognised rights and what action to take through our [privacy policy](#).

### **Who can I direct any questions I have in relation to this?**

We have a Data Protection Officer to whom you can send questions, doubts, suggestions or claims regarding data protection. You can contact our DPO via email: [dpo@catenon.com](mailto:dpo@catenon.com).

**Can these conditions be modified?**

These conditions can be updated by virtue of the normative changes that could enter into force in the future and, equally, by CATENON if it considers it necessary to make a modification to extend the purposes or to be even more transparent.

**How does CATENON guarantee the security of the information and personal data we process?**

CATENON in compliance with the diligence it carries out and in accordance with the principles of privacy by design and defect, is involved in protecting your information through service providers with current security certifications and in accordance with recognised standards such as ISO 27.000. It also carries out controls and verifications of its regulatory compliance model and demands guarantees of confidentiality from all its customers and suppliers. Likewise, communications are encrypted under international security protocols. We endeavour to prevent the alteration, loss, unauthorised processing or access of your personal data, taking into account the state of technology, the nature of the data stored and the risks to which they are exposed, whether arising from human action or from the physical or natural environment.

You can consult more information through our links regarding our [privacy policy](#), [transparency](#) and [cookies](#)