

Privacy Policy

Data Protection Declaration and the Provision of Information

PREAMBLE

Fabrika HR's online service is committed to protecting the privacy of our users. We want to provide a safe and secure user experience. We will ensure that the information you submit to us via our website at <http://fabrikahr.com/> remains private and is only used for the purposes set out in this policy.

We keep your personal data confidential and conform with the statutory data protection regulations.

We would like to provide you with information concerning which personal data we collect from you in the event of you sending your resume to us, why we require it, and who you can contact should you have any questions.

Who is the data protection declaration for?

The declaration is for persons (hereafter also referred to as "candidates") who wish to register a career profile with Fabrika HR free of charge either when applying for a vacancy or when submitting an unsolicited application.

Who are we?

We are the company Fabrika HR SRL (hereafter referred to as "Fabrika HR") with legal domicile in Ilfov, Romania. We are a Recruitment company, specialised in IT Recruitment with projects in Romania and in other countries in European Union.

Fabrika HR SRL

Managing Director: Monica Elena Urziceanu
Address: Bld Nicolae Balcescu 25, sector 1, Bucharest, Romania
Telephone: +40746 782 084
Email: contact@fabrikahr.com

Why do we process your data?

We use your data in order to provide job placements in Romania and other countries in UE. You can register with our candidates pool for this without you applying for a specific position. As soon as job vacancies exist that match your candidate profile, you will be contacted by a Fabrika HR consultant by email or telephone in order to discuss the next steps with you. Also, you can apply for a certain position you see available on our website.

What is the legal basis on which we process your personal data?

We process your personal data on the basis of your consent. We are not permitted to process your personal data without your consent and we shall also not do so. The processing is also carried out in order to fulfil our legal obligations and in connection with a justified interest in connection with the assertion and exercising of legal claims or defendings ourselves against such claims.

Neither do you have a legal obligation to disclose your personal data, nor does a contractual one exist.

However, we are unable to accept any job applications from you without your personal data and we are also unable to inform you with regard to appropriate job vacancies.

Which personal data do we collect and process?

We do not have a certain formular to be filled in, in which case we receive your own format that usually includes the following data:

- Personal data (e.g. first name and surname)
- Address
- Contact data (e.g. telephone number, email address)
- Application documents (e.g. curriculum vitae or certificates)
- Career (e.g. information concerning your previous employment)
- Educational data (e.g. study or school qualification data)
- Vocational requirements (e.g. desired extent of the employment, the desired salary, period of notice)
- Skills & qualifications (e.g. supplementary training, certificates, languages, hobbies)
- Date and time (of the registration or update)

Your data is supplemented by a Fabrika HR personnel consultant during the course of the recruiting process:

- Job interviews, memos, and remarks concerning your experience and motivation (e.g. information concerning why you wish to change jobs, what kind of technologies you prefer to work with)
- Email communication with the consultant
- Job positions that we suggest to you or that you apply for
- Indexing your profile in order to find it easier

We wish to point out that health-related data, information concerning the racial or ethnic origin, political or religious views, trade union membership or sexual orientation are data that are especially worth protecting. We therefore request you to not send us such data, neither in your curriculum vitae, nor in other documents.

Does profiling take place?

Our recruiting process does not include any automatisms that result in candidates being automatically removed from the application process or being automatically recommended to one of our clients. The decision concerning which candidates are to be contacted regarding which positions or whether their data are to be forwarded to one of our clients, is always made by the responsible Fabrika HR personnel consultant.

Candidate profiles are indexed in the candidates database in order to find them easier, this enabling appropriate job positions to be suggested efficiently. The indexing includes data from the application documents regarding the skills and qualifications or the career. When new job vacancies exist, these tags are used in order to match the candidate profiles and all of the other data with the job requirements. The Fabrika HR consultants also use search algorithms in order to match candidate profiles with job positions. With the assistance of this method, it is also possible to find candidates that use synonymous terms in their advertising documents.

Who is provided with your data?

Fabrika HR employees

In order to fulfil the purpose, Fabrika HR employees have access to all of the data stipulated under "Which personal data do we collect and process?".

Fabrika HR B2B clients

We suggest matching job positions to you in the scope of the recruiting process. After an interview at Fabrika HR or after we have contacted you, we forward your data for a specific job position to individual clients. The client is not granted full access to your data, a so-called candidate report is generated as a PDF document. This report is issued in relation to the position and comprises your master data (personal data, address and contact data), your professional requirements (e.g. desired salary or period of notice), the appraisal of the Fabrika HR consultant on the basis of the interview and the memos. Our clients are placed under a contractual duty of confidentiality and secrecy.

Additional recipients

It could be possible that we have to grant authorities or courts of law access to your data on a case by case basis for the purpose of fulfilling legal obligations or in order to defend ourselves against legal claims.

What are my rights?

The General Data Protection Regulation (Articles 15 to 21) stipulates that you have information, deletion, restriction, data transfer, amendment and contradictory rights. We would like to explain some of these rights to you in more detail:

Your information and amendment right

You shall obviously be provided with information with regard to your personal data that we have stored and processed. Should your data no longer be applicable or incomplete, you can demand that it be amended or supplemented.

Your right to have your personal data revoked or deleted

You can revoke your consent at all times and exercise your "right to be forgotten". In this case, we have a duty to deleting your personal data and to informing all of those who we have transferred your personal data to of your deletion request. Your revocation of the consent does not affect the legality of the processing that has taken place until receipt of the revocation on the basis of the consent.

Please note that under certain circumstances, a deletion cannot take place immediately but with a delay on the basis of legal obligations or in order to assert or exercise legal claims or in order for us to defend ourselves against such claims.

You also have the right to file a complaint with the data protection authority should you believe that your rights have been infringed.

The contact data of the European data protection authority: https://edps.europa.eu/data-protection/our-rolesupervisor/complaints_en.
<http://www.dataprotection.ro/> - Romania

How long is my personal data stored for?

Your personal data are basically stored until such time as you revoke your granted consent. It is possible however that statutory documentation obligations or the documentation for the assertion and exercising of legal claims or the defence against such, can necessitate the data being processed after receipt of your declaration of revocation. In such cases, we shall inform you that your data is still be processed and the reason for this in addition to us informing you of its deletion.

We reserve the right to delete the profiles of candidates who we have been unable to offer a matching job to for a long time

Whom can I contact?

Please contact our General Manager if you have any questions concerning this data protection declaration or on the exercising of your rights:

Fabrika HR SRL

General Manager: Urziceanu Monica Elena

Email: contact@fabrikahr.com