



<b>Title</b>	Privacy rules for candidates' personal data
<b>Document type</b>	Rules
<b>Registration No.</b>	T24-(5.10)-34
<b>The document is valid from</b>	2024-12-30
<b>Document approved by</b>	Order of the CEO No. VI24-(6.2)-25
<b>The company that approved the document</b>	UAB "INVL Asset Management"
<b>Document prepared by</b>	HR and Administration Unit

## PRIVACY RULES FOR CANDIDATES' PERSONAL DATA

### GENERAL PROVISIONS

1. The Privacy Rules for Candidates' Personal Data of INVL Asset Management UAB (hereinafter referred to as the "Rules") set out the processing of candidates' personal data and provide information on what personal data of candidates is collected and processed by the Company and on what basis, what it is used for, how long it is stored, and other relevant information.
2. The Rules may be amended, supplemented and/or updated as necessary or as the law changes. The latest and up-to-date version of the Rules shall be published on the Company's Website at directory: <https://www.invl.com/svarbu-zinoti/>.

### APPLICATION

3. Candidates' personal data are processed in accordance with the General Data Protection Regulation (EU) 2016/679 (hereinafter referred to as "GDPR"), the Law on Legal Protection of Personal Data of the Republic of Lithuania, as well as other legal acts regulating this area.
4. The following documents relating to the Rules shall be deemed to form an integral part of these Rules and shall be read in conjunction with: List of posts subject to the (non-)criminal record requirement (hereinafter referred to as the "List") (Annex 1).

### CONCEPTS

5. **Candidate's personal data** means any information that can be used to identify an individual, as well as any information about an individual who has already been identified. Candidates' personal data shall be processed only within the territory of the European Union.
6. Other terms used in these Rules shall have the meaning given to them in the GDPR and other legislation.

### CONDUCTING THE SELECTION PROCESS AND ASSESSMENT OF CANDIDATES

7. The Company shall process the following candidate data when recruiting for vacancies within the Company and assessing a candidate:
  - 7.1. general information about the candidate: name, surname, date of birth, address of residence, e-mail address, and (or) phone number, information on the candidate's work experience (employer, period of employment, position, responsibilities and/or achievements), information on the candidate's education (training institution, period of training, education and/or qualifications obtained), information on further training (training received, (e.g. training received, certificates obtained), language and IT skills, driving licence (if required for the job), other competences, personal characteristics, in order to establish the identity of the candidate and his/her compliance with the qualification requirements for the post envisaged;



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- 7.2. medical evidence (e.g. preventive medical examination, information on disability and level of work capacity) to assess the candidate's ability to work, in accordance with the requirements of occupational safety and health legislation;
- 7.3. information on the candidate's good repute (to comply Company's as licensed financial market participant legislation set by Regulator for the proper performance of the duties);
- 7.4. information on relations with other companies and commercial activities to avoid and manage potential conflict of interest situations;
- 7.5. details of (non-) criminal convictions, in accordance with the Company's legitimate interests, i.e. to protect the Company from potential risks at certain positions;
- 7.6. any other information provided by the candidate in his/her curriculum vitae, cover letter or other application documents, as well as information available in the public domain (e.g. on internet portals);
- 7.7. references, employer references: the person recommending or providing the reference, their contact details, the content of the reference or reference;
- 7.8. candidate assessment information: summary of the interview with the candidate, insights and opinions of the selector(s), results of the candidate's testing.
8. The data referred to in clauses 7.2 to 7.5 shall be collected and processed only at the final stage of the selection process.
9. The Company shall collect and process the Candidate's personal data only to the extent necessary for the purpose of the selection process for a specific job position and as permitted by applicable law. In the absence of the personal data specified, the Company will not be able to accept the assessment of the Candidate's suitability for the vacant position and to carry out the selection procedures.
10. If a candidate provides the Company with the data of other persons related to him/her, the candidate shall inform these persons and make them aware of the provisions of these Rules.
11. The legal basis for the processing of the Candidates' personal data (hereinafter referred to as "**Data**") referred to in Clause 7 of the Rules may be - the Data Subject's intention to enter into a contract with the Company; the Data Subject's consent to the processing of his/her personal data for a specific purpose; the fulfilment of the Company's obligations imposed by the law. The Company may also process personal data based on the concept of legitimate interest (for example, to ensure the management of operational risks), having fulfilled the requirements set out in the GDPR. Under the conditions provided by the applicable law, one or more of the above legal bases may apply to the processing of the same Candidate's personal data.
12. The Company shall be entitled to process the personal data of the candidate concerning convictions and criminal offences in the event of legal requirements or legitimate interest, i.e., to manage the risks assumed by the Company, to protect the Company's reputation and other legitimate interests. The positions subject to (non-) criminal record requirements shall be determined by a decision of the Board of Management of the Company.



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13. Candidates whose personal data concerning convictions and criminal offences do not have to be processed on specific legal grounds, but may be processed on the basis of the Company's legitimate interests as specified in the Law on Legal Protection of Personal Data of the Republic of Lithuania and in accordance with the requirements set out in the GDPR, and where the following safeguards to protect the rights and freedoms of the data subjects are in place:

13.1. the Company has carried out an assessment of its legitimate interests in processing the Candidate's personal data relating to convictions and criminal offences and shall prepare a written report of that assessment. This assessment shall take into account the specific nature of the duties or functions of the job, the risks to the Company that a person with a criminal conviction may incur in the performance of the duties or functions of the job, the reasonableness and proportionality of the requirement that the person not have a criminal conviction and the fundamental rights and freedoms of the employee, and any other relevant considerations. The Data Protection Officer shall be consulted in this assessment;

13.2 The Company has adopted and published on its website, a List of positions or job functions for which a person is required to be free of criminal convictions. This List shall also include the offences for which the person concerned must be free of criminal convictions. The List can be found at <https://www.invl.com/en/important-information/>.

13.3. Only personal data of the Candidate whose position or job functions are included in the List referred to in point 13.2 of the Rules shall be assessed on convictions and criminal offences;

13.4. The details of convictions and criminal offences, to the extent specified by the Company, shall be provided to the Company by the candidate. The Company shall have the right to request a new (non-) criminal record certificate if new circumstances (events) have arisen which have led to the issuance of a new (non-) criminal record certificate, there is a reasonable doubt on the part of the Company that the data is not accurate or has changed, etc. This data and the (non-) criminal record certificates shall be processed and stored by the Human Resources and Administration Unit of the Company.

14. The Company will collect the personal data of the candidate from other sources in accordance with the legislation or with the candidate's separate consent. For example, the Company will only check references provided by the candidate or seek feedback from former employers identified by the candidate after informing the candidate. With the candidate's consent, the Company will be able to contact the candidate's current employer to collect data relating to the candidate's qualifications, professional abilities and business qualities.

15. If the Company does not select the Candidate and does not conclude an employment contract with the Candidate at the end of the selection process for the relevant position, the Company will destroy all personal data of the Candidate collected for the purposes of the selection process, unless the Candidate's consent is obtained for the Candidate's data to be included in the Company's database of candidates. Failure by the Candidate to respond to the inclusion of the Candidate's personal data in the database will be deemed to be the Candidate's non-acceptance.



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16. If the candidate agrees to be included in the Company's candidate database and to receive information about future recruitment and selection processes carried out by the Company or the companies of the Invalda INVL Group<sup>1</sup>, the Company will continue to process the candidate's data referred to in Clause 7 above in the candidate database, except for data on (non-) criminal record. The data will be kept for a maximum period of 12 months after the end of the selection process.

17. The candidate is free to object to the inclusion and further processing of his/her data in the candidate database after the end of the selection, and the candidate may withdraw his/her consent at any time and request the removal of his/her data from the candidate database.

18. The retention of a candidate's personal data for longer than the period specified in these Rules may only be carried out on the grounds provided for by law.

### **SOURCES OF DATA**

19. The Company usually receives the candidate's data directly from the candidate when he/she responds to the Company's job advertisement and/or submits his/her CV, candidate profile and/or other candidacy documents (CV, cover letter, etc.).

20. The Company may also obtain information about a candidate's candidature, curriculum vitae and/or other candidature documents from entities providing job search, recruitment and/or placement services, such as recruitment agencies, online job search portals, and specialised career social networking sites (e.g., LinkedIn).

21. The Company may also obtain certain information about a candidate from third parties, such as persons recommending the candidate, current or former employers or information from public sources.

### **DISCLOSURE OF DATA TO THIRD PARTIES**

22. The Company may transfer the candidate's data for processing to third parties who assist the Company in the selection of candidates or who provide services related to the selection, evaluation of candidates and the internal administration of the Company. Such persons (data processors) may include external recruitment and/or assessment service providers engaged by the Company, database software providers, database administration service providers, etc. In each case, the data provided to the data processor shall be limited to the amount of data necessary to execute a specific order or provide a specific service. The data processors used by the Company may process the personal data of the candidate only on the instructions of the Company and may not use it for any other purpose or transfer it to any other person without the Company's consent. In addition, the data processors engaged by the Company must ensure the security of the candidate's data in accordance with the applicable legislation and written agreements concluded with the Company.

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<sup>1</sup> The Invalda INVL Group currently consists of the following companies: UAB INVL Asset Management, AB Invalda INVL, UAB FMI INVL Financial Advisors (including its Estonian and Latvian branches), UTIB INVL Baltic Real Estate, UTIB INVL Technology and AB INVL Baltic Farmland.



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23. The Company may also provide personal data processed in the database of candidates to companies of the Invalda INVL Group, if the Company considers that the candidate's candidature may be suitable for a position in the aforementioned companies and the candidate has expressed his/her consent.

24. Candidates' personal data may also be communicated to competent public authorities or law enforcement bodies or supervisory authorities, but only at their request and only where required by applicable law or in cases provided for by law where the consent of the supervisory authority is necessary because of the position to be filled.

### **CANDIDATE RIGHTS**

25. The Candidate shall have the right to obtain confirmation from the Company as to whether the Company processes the Candidate's personal data, as well as the right of access to the Candidate's personal data processed by the Company and to information on the purposes of the processing of the data, the categories of data processed, the categories of recipients of the data, the duration of the processing of the data, the source of the data, the duration of the data storage, to whom the personal data is provided (the right of access to one's personal data). In order to obtain such information, the candidate must contact the email address indicated in these Rules.

26. If the data provided by the candidate to the Company in the candidacy documents have changed or if the candidate considers that the information about the candidate processed by the Company is inaccurate or incorrect, the candidate shall have the right to request that this information be amended, clarified and/or corrected (right to request correction of personal data).

27. In certain circumstances listed in the GDPR (where personal data have been processed unlawfully, the basis for processing has ceased to exist, etc.), the Candidate shall have the right to request that the Company erase the Candidate's personal data (the right to request the erasure of personal data - right to be forgotten).

28. In the circumstances listed in the GDPR (where personal data are processed unlawfully, during the period of time during which the Candidate's request regarding the accuracy of the data or the processing of the data is being examined, etc.), the Candidate shall have the right to require the Company to restrict the processing of the Candidate's personal data, except for the storage of the personal data (the "right to limit the processing of personal data").

29. The candidate shall have the right to object to the processing of personal data where the personal data are processed for the legitimate interests of the Company, stating the reasons for objecting to the processing of personal data. The Company shall no longer process the personal data unless the Company demonstrates that the processing is carried out for compelling legitimate reasons which override the candidate's interests, rights and freedoms, or for the establishment, exercise or defence of legal claims (the right to object to the processing of personal data).

30. The candidate shall have the right to require the Company to provide in writing or in a commonly used electronic form the personal data provided by the candidate to the Company which are processed



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by automated means on the basis of his/her consent or for the performance of a contract, and, where possible, to transfer such data to another service provider (the right of portability of personal data).

31. In cases where the data subject's personal data are processed by the Company based on his/ her consent, the candidate shall have the right to withdraw his or her consent at any time and to request that further processing of personal data carried out based on consent cease. Note that, in the event of withdrawal of consent, the Company may not be able to make certain offers to the candidate, such as inviting him/her to take part in a competition for a newly advertised vacancy, if the candidate has not consented to be included in the database of candidates.

32. The candidate has the right to lodge a complaint with the State Data Protection Inspectorate (address - L. Sapiegos g. 17, Vilnius, website address - <https://vdai.lrv.lt> ).

33. If a candidate considers that his/her data are processed by the Company in violation of the requirements of data protection legislation, as well as in all other matters concerning the processing of personal data, including requests for the exercise of rights, the candidate shall always be asked to first contact the Company directly. The Company, as the controller of candidates' personal data, may be contacted in the following ways:

33.1. by email to [info@invl.com](mailto:info@invl.com) ;

33.2. by email contact the Company's Data Protection Officer (email address: [dap@invl.com](mailto:dap@invl.com) );

33.3. by post correspondence to Gynėjų g. 14, 01109, Vilnius

34. Data controller details:

UAB INVL Asset Management

Legal entity code: 126263073

Registered office address: Gynėjų g. 14, 01109, Vilnius

Tel: +37052790601

E-mail address: [info@invl.com](mailto:info@invl.com)

35. The Company, upon receipt of a request from a candidate for the exercise of any of his/her rights, and after having ascertained the identity of the candidate, undertakes to provide the candidate, without undue delay and in any event within one month of receipt of the candidate's request, with the information on the action taken on the request made by the candidate. Depending on the complexity and number of requests, the Company shall be entitled to extend the one-month period by a further two months, informing the candidate before the end of the first month and stating the reasons for such extension.

36. The candidate does not have to pay any fee to obtain information about the personal data processed (or to exercise any other rights). However, the Company may charge a reasonable fee if the candidate's request is manifestly unfounded, repeated or disproportionate.

## FINAL PROVISIONS

37. The Rules shall be approved by the Chief Executive Officer of the Company. The Rules shall enter into force on the date of their approval.



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38. The Rules may be supplemented or amended to reflect changes in the Company's business and needs.

39. The preparation, updating and amendment of these Rules shall be the responsibility of the Human Resources and Administration Unit.

40. The Lithuanian text of these Rules shall prevail over the English text.

## **ANNEXES**

1 Annex. List of posts subject to the (non-)criminal record requirement.