

Description of the File / Register Description

1. Controller

HeadHunter Limited Liability

Legal address: 04212, Marshala Tymoshenka, str, 9, Kyiv.

Postal address: 04071, Nyzhniy Val str, 15, 3rd floor, office 302, Kyiv

Tel/fax 0 44 230 87 39

Code 32979429

2. Person in Charge and/or Contact Person

Alexandr Melnikov

Tel. +38 050 385 81 67

Email: a.melnikov@hh.ua

3. Name of the Data File

DATABASE of resume on the web-site <http://ua.ircsearchpartners.com/>
(GRC Resume Database)

4. Purpose of Processing / Legal Basis

Personal data is processed for the purposes of keeping a data file of persons who have submitted their resume to HeadHunter for recruitment purposes.

The processing is based on the data subject's consent. The data subject has the right to withdraw his/her consent at any time by informing the controller of the withdrawal.

5. Content of the Data File

The following personal data related to the applicant is processed:

- Name
- E-mail
- Phone number
- Current location (country)
- The applicant's location preferences
- Current position level
- Major profession
- Industry
- Language skills

6. Period for Which the Data Will Be Stored

The data will be stored for 36 months from the date of submitting, the data may be archived for up to additional 36 months and deleted afterwards.

7. Regular Sources of Information

Personal data is obtained directly from the applicant on the website <http://ua.ircsearchpartners.com/>.

8. Regular Destinations of Disclosed Data / Transfer of Data

The Resume database operates on the Internet and recorded data are restricted to be used solely by the controller. Data is not disclosed or transferred to third parties without the consent of the applicant with an exception of data administrators (HeadHunter Kyiv office) and system developers, who use it strictly for the system development and maintenance.

9. Principles in Accordance to Which the Data Has Been Secured

The controller has carried out the technical and organizational measures necessary for securing personal data against unauthorized access, accidental or unlawful destruction, manipulation, disclosure and transfer and other unlawful processing.

10. Right of Access

The data subject has the right to check what personal data is stored on his/her personal data file and to receive a copy of such data. The inspection request should be sent to the contact person above, and should be in writing and signed.

11. Right to Demand Rectification and Erasure of Data or Restriction of Processing

The data subject has the right to request the rectification of inaccurate or completion of incomplete personal data by contacting the controller. If the controller refuses the request of the person concerned of the rectification of an error, a written certificate to this effect shall be issued. The certificate shall also mention the reasons for the refusal. In this event, the data subject may bring the matter to the attention of the Data Protection Ombudsman.

The data subject has also the right to require erasure of personal data and the controller is obligated to erase the data if the personal data is no longer necessary in relations to the purposes for which they were collected, if the data subject withdraws his/her consent for the data processing, if the data subject objects to the processing or if the personal data have been unlawfully processed.

Instead of requesting erasure the data subject can also request a restriction of the processing of personal data. Restriction can be requested i.e. in case the personal data is inaccurate, or unlawful, or pending a decision on a complaint lodged by the data subject.

12. Right to Data Portability

By a written request to the controller the data subject has the right to receive the personal data concerning him or her, which he or she has provided to the controller in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller.

13. Right to Lodge a Complaint

The data subject shall have a right to lodge a complaint with a supervisory authority if the data subject considers that the processing of personal data relating to him or her infringes the General Data Protection Regulation of the European Union.