



INFORMATION LETTER REGARDING CANDIDATE'S PERSONAL DATA

Dear Candidate,

By providing us with your personal data (hereinafter "the Data"), LDK Consultants (hereafter "LDK"), would like to inform you of the following:

WHAT PERSONAL DATA WE COLLECT

LDK collects Personal Data from you mainly via email and via our forms on the ldk.gr website when you contact us or apply for a job assignment corresponding to the field of your professional activity. The data collected relates to the information contained in your Curriculum Vitae. LDK reserves the right to check the accuracy of the data and collect information resulting from this check, specifically for your academic qualifications and previous work experience, including communication with referees mentioned in your CV and previous employers. LDK may also collect data from your profile on professional networks, photos attached to your CV, notes taken during interviews and comments from persons authorized to hire.

LDK does not collect data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or data concerning a natural person's sex life or sexual orientation (hereinafter "Special categories of personal data") or any data not relevant for the assessment of professional skills, provided that the data do not include information that could affect work performance, or which constitute an essential factor for the work itself.

THE PURPOSE OF USING PERSONAL DATA

The data collection and processing are necessary for the search and selection of permanent staff; for identifying possible candidates, experts, to reinforce LDK's participation in call for bids, call for tenders, invitation to tender, request for proposals for service contracts; for the performance of pre-contractual checks.

To accomplish the specified purpose and following your consent, LDK may also use your photo during the selection process.

The provision of your data, including special categories of personal data, within the above-mentioned limits, is considered necessary to complete the selection process. Failure to provide such data may prevent the selection process from being completed and an agreement with you from being signed.

MEANS AND TIME OF KEEPING PERSONAL DATA

Your data will be processed lawfully, fairly and in a transparent manner. We use automated means that can memorize, manage and transmit such data. We take appropriate measures to ensure that any personal data are kept secure, including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorized way.

Your data will only be available for the time required to select permanent staff or experts for a specific job assignment, or for future job assignments that may be of your interest. LDK will periodically review the data and erase it, if it is no longer necessary to the specified purpose.

In any case, your data will be retained in the LDK's databases for a period not exceeding 5 years from the date of acquisition or last contact. After this date, your data will be erased..

WITH WHO WE SHARE YOUR PERSONAL DATA

We limit access to your personal data to authorized LDK employees, partners/subcontractors and/or other companies of the LDK Group who have a genuine need to know it in the frame of the specified purpose.

PERSONAL DATA PROTECTION RIGHTS

You have the following rights:

- Ask for access, rectification or erasure of your personal data
- Rectification of incomplete data
- Obtain restriction of processing
- Revoke any consent you have given regarding the processing of your images
- Object, on legitimate grounds, to processing of your personal data wholly or partly.

If you have any questions regarding the processing of your personal data, please contact us at privacy@ldk.gr.

Data Protection Officer is Mr. Christos Zacharias.

LDK CONSULTANTS

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