

UAB Juvare Lithuania (the **Company** or **we**) takes care of your personal data and therefore always strives to ensure the lawfulness, transparency and diligence of its personal data processing operations. Accordingly, we wish to provide you with information about the processing of your personal data in this Privacy Notice.

Privacy Notice describes what personal data we collect, how we obtain it, on what basis and for what purposes we use your personal data, how we use it, how long we store your personal data, who we share your personal data with, how we protect your personal data and your rights. The Company respects your privacy and is committed to protecting your personal data.

We process your personal data in accordance with the applicable legislation, including the Regulation (EU) 2016/679 (General Data Protection Regulation, the **GDPR**) and other applicable data protection legal acts.

1. DATA CONTROLLER

Data controller is **UAB Juvare Lithuania**, legal entity code 304854360, registered office Upės g. 23, LT-08128 Vilnius, Lithuania.

If you have any questions about the processing of your personal data, you can contact the Company by email (info-lt@juvare.com) or phone (+37037212400), or by contacting our Data Protection Officer by email (compliance@juvare.com).

2. PROCESSING OF YOUR PERSONAL DATA

The Company processes your personal data in the following manner:

Recruitment	
Data subjects	You, i.e. candidate for employment or provision of services (as a natural person).
How we receive your personal data?	<ul style="list-style-type: none"> ■ Directly from you; ■ From other persons e. g. your friends or co-workers, who refer you to us (in such cases the person that referred you to us is responsible for informing you and obtaining your consent); ■ From other third parties, for example, recruitment agencies, etc.
Personal data	<ul style="list-style-type: none"> ■ Identification and contact data (name, middle name (if applicable), surname, e-mail address, phone number, city, country), ■ Text of communication between you and the Company, ■ Professional social media accounts and information provided therein to the extent this is necessary in order to determine your suitability for the specific position, ■ Information about your desired salary, experience and other information provided by you in your CV, cover letter and / or other documents.
Legal grounds for Processing	<ul style="list-style-type: none"> ■ Article 6(1)(a) of the GDPR (your consent), ■ Article 6(1)(b) of the GDPR (necessity to take steps at your request prior to entering into a contract),

	<ul style="list-style-type: none"> Article 6(1)(f) of the GDPR (our legitimate interest to determine your suitability for a specific position). <p>If you fail to provide personal data, the Company will not be able to determine your suitability for the position.</p>
Data retention	<p>During the selection process and following 2 years after that or pursuant to the received consent (we may ask you to extend this period by sending you an email before the end of it, however, please note that you are free to not to consent to such request).</p>

3. RECIPIENTS OF PERSONAL DATA

The Company may transfer personal data processed for the purposes established above to the following subjects:

- courts, arbitrators, mediators, opposing party and their lawyers (if needed for the legal proceedings),
- police, law enforcement authorities, tax authorities, other government or municipal institutions (if expressly required by relevant laws),
- other persons or entities performing official functions assigned to them (e.g. notaries, debt collection companies),
- professional advisers such as lawyers, consultants, auditors or accountants (if needed for the protection of Company's legitimate interests),
- service providers who provide information technology, Cloud and system administration services, marketing, accounting, postal or courier or other services,
- service providers who provide HR software solutions. We use solution provided by the Greenhouse Software, Inc., available at www.greenhouse.io. We may transfer your personal data to this software and such transfer will also include data transfer outside the EEA (to the USA). In this case personal data is transferred on the basis of the Standard Contractual Clauses approved by the European Commission (you can ask for a copy of Standard Contractual Clauses by contacting us via email indicating this Privacy Notice),
- other entities in the same group of companies as part of regular reporting activities on company performance, accounting, in the context of a business reorganisation or group restructuring exercise, for system maintenance support and hosting of data,
- in the case of the financial, tax or legal audit (*due diligence*) or when other inspection of the Company is being carried out – persons performing said audit / inspection,
- in the case it is intended to transfer shares of the Company (any part thereof) or the Company as a business (any part thereof) – to the potential transferees (their representatives),
- in the case of any reorganisation, merger, incorporation of a joint venture, or any other transfer of business, property or shares of the Company (also if related to bankruptcy or and other similar procedure) - to the transferees or other related parties (their representatives),
- banks and other financial institutions.

The Company may transfer personal data outside the EEA pursuant to the requirements established in this Privacy Notice and applicable laws, if such transfers are protected with the appropriate or suitable safeguards in accordance with the GDPR. We may provide a copy of such appropriate or suitable safeguards upon your request via e-mail or phone specified above.

4. YOUR RIGHTS

You have the following rights with respect to your personal data:

Right to be informed and right of access	<p>We are obliged to provide clear and transparent information about our data processing activities. This is provided by this Privacy Notice.</p> <p>You also have the right to obtain from us confirmation as to whether or not your personal data is being processed and to access the information about how the Company processes your personal data.</p> <p>Also, this enables you to receive a copy of the personal data we hold about you. Should you want several copies, a reasonable fee may be charged for this based on administrative costs. Where the request is made by electronic means, the information shall be provided in a commonly used electronic form, where feasible.</p>
Right to rectification	<p>You have the right to obtain from the Company the rectification of your inaccurate personal data. You also have the right to have your incomplete personal data completed, also by providing a supplementary statement.</p>
Right to erasure ('right to erasure')	<p>You have the right to obtain from the Company the erasure of your personal data, if:</p> <ul style="list-style-type: none"> ■ personal data is no longer necessary in relation to the purposes for which it was collected or processed, ■ you withdraw the consent on which the processing is based and there is no other legal ground for the processing, ■ you object to the processing as described below and there are no overriding legitimate grounds for the processing, ■ personal data has been unlawfully processed, ■ personal data has to be erased for compliance with the applicable legal obligation. <p>Please note that Article 17(3) of the GDPR establishes some exceptions for such cases where processing is necessary. If they are applied in your case, we will inform you about them accordingly.</p>
Right to restriction of processing	<p>You have the right to the restriction of processing, if:</p> <ul style="list-style-type: none"> ■ you contest the accuracy of personal data, for a period enabling us to verify the accuracy, ■ the processing is unlawful and you oppose the erasure of the personal data and request the restriction of its use instead, ■ we no longer need the personal data for the purposes of the processing, but you require it for the establishment, exercise or defence of legal claims, ■ you object to processing as described below pending the verification whether our legitimate grounds override your legitimate grounds. <p>Where processing has been restricted, such personal data shall, with the exception of storage, only be processed with your consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest.</p>

Right to data portability	You have the right to receive your personal data, which you have provided to the Company, in a structured, commonly used and machine-readable format and have the right to transmit this data to another controller, if: <ul style="list-style-type: none"> ■ the processing is based on a consent or on a contract, and ■ the processing is carried out by automated means. You also have the right to have the personal data transferred directly from the Company to such another controller, where technically feasible.
Right to object	You have the right to object, on grounds relating to your particular situation, at any time to processing of your personal data which is based on necessity for the performance of a task carried out in the public interest or for the purposes of the legitimate interests of the Company, including profiling based on those provisions. The Company will no longer process the personal data unless we demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.
Right to withdraw the consent	If the processing of your personal data is based on your consent, you have the right to withdraw this consent at any time. Your withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.
Right to lodge a complaint with a supervisory authority	You have the right to lodge a complaint with a supervisory authority in the EU member state of your habitual residence, place of work or place of the alleged infringement if you consider that the processing of your personal data infringes the GDPR. Lithuanian supervisory authority is Lithuanian State Data Protection Inspectorate, address L. Sapiegos str. 17, 10312 Vilnius, Lithuania, e-mail ada@ada.lt , website https://vdai.lrv.lt/ . The Company would recommend and be grateful if you contact us before lodging a complaint to the relevant supervisory authority and express your concerns or questions to us. We will do our best to assist you with all your queries.

You shall exercise the above rights by making a written request at info-lt@juvare.com.

The Company will exercise these rights within 1 month. If the request is very complex or the number of received requests is very high, this term may be extended for 2 months. In this case, the Company will notify you about this extension and reasons for it within 1 month from the receipt of request.

In order to ensure data protection and properly exercise rights of data subjects, the Company is entitled to ask you to provide proof of your identity if the Company cannot identify you.