



Employment Candidate Privacy Notice

1. Brief description of the personal data processing process

Selection of candidates for employment in Liberty AD Skopje.

2. Purpose of this privacy notice

We process your personal data on the basis of the Law on the Protection of Personal Data (Official Gazette of RSM No. 42 of 16.02.2020).

The information in this Privacy Notice is in accordance with Articles 16 and 17 of the Law on Personal Data Protection.

3. Who is the Controller?

- Controller is Liberty AD Skopje.
- For additional information about Liberty AD Skopje, visit the website: <https://libertysteelgroup.com/mk>

4. What personal data do we process and who has access to it?

We process the personal data that you have indicated in the personal biography that you have sent to us via the e-mail address HRJobs.Skopje@libertysteelgroup.com

We process the data that identifies you and your contact data (name, surname, nationality, date of birth, e-mail address, telephone number).

We may also process other documentation that you would send us in addition to your personal resume, such as a motivation letter, certificates, recommendations, etc.

For certain job positions, defined by law, we can also process data from criminal records.

Your personal data can be accessed by:

- *Employees of the Human Resources Service responsible for the candidate selection procedure*
- *The responsible person of the organizational unit.*

LIBERTY SKOPJE

16ta Makedonska brigada 18,
1000 Skopje, North Macedonia

Registered office: Liberty AD Skopje, 16ta Makedonska brigada 18
1000 Skopje, North Macedonia
Registered in North Macedonia No: 5166187

T: +389 (0) 2 3243 900
E: liberty.skopje@libertysteelgroup.com
libertyskopje.com





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5. Where do we get your personal data from?

During the process of applying for employment, we receive the personal data that we process through the candidates themselves who send their personal biographies by email.

6. Why do we process your personal data and on what legal basis?

We process your personal data in order to select a suitable candidate to fill the open job position.

We process your personal data as a pre-contractual activity, that is, the legal basis for undertaking activities at the request of the subject of the personal data before entering into a contract (Article 10, Paragraph 1, Paragraph 2 of the Law on Protection of Personal Data).

The personal data of the non-selected candidates are stored within 2 years with the prior consent of the candidates. Consent can be withdrawn by the candidate at any time by sending an email to HRJobs.Skopje@libertysteelgroup.com or in person at the premises of Liberty Skopje. Before giving their consent, the candidates are informed about the processing method.

7. How long do we keep your personal data?

The storage time of your personal biographies is as follows:

- For unselected candidates – 2 years
- For the selected candidates - in the employee file
- For candidates who submit personal biographies without an advertisement - 2 years

8. What are your rights regarding personal data?

You have the right to access the personal data we process about you and relevant information about how we process it. Under certain conditions, you have the right to request that we delete your personal data or restrict its processing. You have the right, at any time, to object to our processing of your personal data. We will review your request, make a decision and notify you about it.

You can send your request to Liberty AD Skopje by mail in a sealed envelope or by e-mail to the address HRJobs.Skopje@libertysteelgroup.com

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MEMBER OF





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9. Contact information

We encourage you to contact us with any question or complaint you may have regarding how we process your personal data.

If you want to contact our Personal Data Protection Officer, you can do so via the e-mail address martin.lazarevski@infigo.is or by mail with the address: to the Personal Data Protection Officer.

The postal address of Liberty AD Skopje is: ul. 16-ta Makedonska Brigada No. 18, Gazi Baba, 1000 Skopje.

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