

# TEQBALL Group Recruitment Privacy Notice

Last modified: March 2022

## Thank you for your interest in applying for a position at the TEQBALL Group!

This Privacy Notice is addressed to candidates applying for a position within the TEQBALL Group and affiliated entities.

When you decide to apply for a job position at the TEQBALL Group, you will share some personal information with us.

Your privacy is important to us. Therefore, before you proceed to provide your CV and other personal information, we kindly ask you to carefully read this Privacy Notice, which explains what personal data we will collect from you throughout the application and recruitment process and how we will use your personal data, so that you can make informed choices about the use of your data.

We ask you not to provide your personal data to us (or allow anyone else to pass your personal data on to us on your behalf), until you have read, understood and accepted this Privacy Notice. If you are providing personal data about, or on behalf of, another person, you warrant that you have acquainted them with the present Privacy Notice and have acquired their consent to do so.

If you have any question about our privacy practices or about how we are processing your personal information, please contact us and we will be happy to assist you and provide the information you need.

## 1. WHO DECIDES “HOW” AND “WHY” YOUR PERSONAL DATA IS PROCESSED?

“Data Controller” means the person or legal entity determining the purposes and means of the processing of personal data, i.e. the person or legal entity who decides “how” and “why” your personal data is processed.

When you apply for a position within the TEQBALL Group, there are different entities qualifying as “Data Controllers” in relation to your personal data.

Firstly, **TEQBALL Kft.** (registered seat: Expo tér 5-7, H-1101, Budapest, Hungary; registered with the Budapest-Capital Regional court under n° 01-09-174699) (“**We**”, “**Us**”) is the Data Controller in its role as recruiter, managing recruitment processes for the TEQBALL Group and other affiliated entities.

Secondly, your personal data will be shared with **your potential future employer**, i.e. one of the entities mentioned above and listed in Section 4.1., who is also an independent Data Controller in relation to your personal data. Your potential future employer is indicated in the job description and/or is communicated to you by our recruiters.

## 2. WHAT PERSONAL DATA DO WE PROCESS?

We collect certain personal information about you in the course of the recruitment process:

**2.1.** When you apply for a position at the TEQBALL Group either directly on our site, through email or mail, through a professional social network, or after having been contacted by a recruiter, we need the following minimum information about you in order to process your job application:

- Your full name;
- Your E-mail address;
- Your Phone number;
- Your CV / Resume;

- The job position you are interested in, in case you did not apply directly on our site in response to a posted job offer.

In certain cases, when it is required for the job position to evaluate the candidates, we may ask you to do specific tests (such as language tests, colors tests, IT competencies test, etc.) and/or provide us a work of your portfolio.

In some cases, on the basis of the position you applied for, if you have proceeded to the final stage of the selection process, we might ask you to record a short video answering to some questions and/or giving a brief introduction of yourself. This will help us to better evaluate your profile for the position. Such video includes such personal data as your physical appearance, your voice, and any other personal information you might share with us as part of your introduction.

- 2.2. Certain information will not be required right at the time of the submission of your application, but might be required from you in later phases of the recruitment process (typically at an interview), because they can be essential for your prospective employer in making their decision on which candidate to hire. Such information may typically include, for example:
  - your potential starting date;
  - your salary request;
  - other requests and expectations of yours related to fringe benefits, work schedule, etc.
- 2.3. You may freely communicate us additional information on your own initiative, such as:
  - A cover letter;
  - A photo;
  - Additional contact details, such as your Skype ID;
  - Your hobbies or interests;
- 2.4. When reviewing your application or meeting you in the course of an interview, our recruiters will also evaluate your profile and generate evaluation and/or interview notes.
- 2.5. We may contact and receive information about you from your personal/professional references, if provided by you.

### **3. WHY AND FOR HOW LONG DO WE PROCESS YOUR PERSONAL DATA?**

We use the information we collect for the following purposes:

#### **3.1. Recruitment**

We collect and process your personal information for recruitment purposes: to review your application, to evaluate your profile, to contact you to discuss the above and to schedule interviews with you and your prospective employer's participation.

The legal basis of such data processing is our legitimate interest in finding new employees for our open positions and having all necessary information available to the possible future employer so as to allow them to make an informed decision on which candidate to hire.

We process your personal data for recruitment purposes until the final decision is made on which candidate to hire for the given position, and therefore on the result of your application.

### 3.2. Future job opportunities

In case you received a negative answer as regards your application, and you explicitly consented so, we will keep your personal information in our recruitment database for a period of two years. In this way, we will be able to contact you in order to communicate new job opportunities matching with your skills and your profile.

Please note that we are using a recruitment software that enables us to gather the profiles of our candidates and search in our recruitment database based on filter(s). For example, when we search for a candidate in our database for a new position, we may filter the result by skills. Your skills may have been documented by our recruiters in our database based on the prior recruitment process you had with them.

We process this information based on your voluntary consent that you may provide either before submitting your application, or upon receiving a negative answer to your application following the recruitment process. Please note that, as described in Section 7.6., you may withdraw your consent anytime by sending us an e-mail thereto to one of our e-mail addresses indicated in **Section 9 “HOW TO CONTACT US”**, in which case we will cease to store your personal data with regard to future job opportunities.

## 4. WITH WHOM DO WE SHARE YOUR DATA?

We share your data with the following parties:

### 4.1. Entities of the TEQBALL Group and other affiliated entities

As mentioned in Section 1 above, we manage the recruitment processes for all TEQBALL Group entities and other affiliated entities. Therefore, your personal data we collect will be shared with the entity hiring for the given position. Such entity will process your personal information as an independent Data Controller, for the purposes of evaluating your application and your profile on a professional basis, in order to find the adequate candidate with a view to enter into an employment contract with them.

The TEQBALL Group consists of the following entities:

- **Teqball Holding S.à r.l.** (Luxembourg) [registered seat: 44 Avenue John F. Kennedy, L-1855 Luxembourg, LU; registered with RCS Luxembourg under n° B191050]
- **TEQBALL Kft.** (Hungary) [registered seat: Expo tér 5-7., H-1101 Budapest, Hungary; registered with the Budapest-Capital Regional Court under n° 01-09-174699]
- **Teqsports Kft.** (Hungary) [registered seat: Expo tér 5-7., H-1101 Budapest, Hungary; registered with the Budapest-Capital Regional Court under n° 01-09-371772]
- **Teqball International Ltd.** (Ireland) [registered seat: 16/17 College Green D02 V078 Dublin 2, Ireland; registry n° 556927]
- **Teqball USA LLC** (USA) [registered seat: 10811 Washington Blvd, Culver City 90232, USA]
- **Teqball Ltd.** (UK) [registered seat: 5th Floor 167 - 169 Great Portland Street, London, England, W1W 5PF; registry n° 08503971]
- **Teqball (Shanghai) Sports Goods Co., Ltd.** (China) [registered seat: 1 building, No. 890, Qinggao Road, Qingcun Town, Taixian District, Shanghai; registered with the Shanghai Market Supervision Administration; license n° 26000002201908210013]

Affiliated entities to whom we provide recruitment services:

- **International Teqball Federation (“FITEQ”)** (Hungary) [registered seat: Expo tér 5-7., H-1101 Budapest, Hungary; registry n° 01-02-0017651]
- **I. Budapest Teqball Sportegyesület (“I. Budapest Teqball Sports Association”)** (Hungary) [registered seat: 1042 Budapest, József Attila utca 18. fszt. 23.g, Hungary; registry n° 01-02-0015920]

We will also share your personal information with the responsible manager(s) having the skills to interview you and/or decide about the outcome of your application. The responsible manager(s) might be employed by a different entity of our group.

#### **4.2. Service providers**

##### **Recruitee B.V.**

We contracted Recruitee B.V. (a limited liability company established under the laws of the Netherlands, registered with the Netherlands Chamber of Commerce under n° 6388182; registered seat: Keizersgrach 313, 1016 EE Amsterdam, the Netherlands) for the use of their recruitment software “Recruitee”.

Recruitee B.V. acts as a data processor and we have contractually binding obligations in place in order to ensure that they process information we share with them in accordance with our instructions, this Privacy Notice and all applicable data protection laws. Such terms, including the Data Protection Addendum applicable to the processing of your data in the relation between us and Recruitee B.V. is available here: <https://recruitee.com/terms#1>.

#### **4.3. Law enforcement agencies or governmental authorities**

We may also share information with law enforcement agencies or authorities, if such disclosure is reasonably necessary to (a) comply with our legal obligations, (b) respond to information requests for fraud investigations and alleged illegal activities, and/or (c) protect our rights or defend ourselves against any claims.

### **5. HOW DO WE PROTECT YOUR PERSONAL DATA?**

We implement serious security measures, technical and organizational, to ensure the maximum protection possible to your personal information against unauthorized access, modification, disclosure or deletion. We periodically test our IT systems, conduct penetration tests and actively implement data loss prevention systems against leakage, theft and data breach to ensure that our site and entire IT infrastructure is regularly updated against the latest network security vulnerabilities.

In addition, we have in place strict access controls to candidate’s data. The access to your information is limited on a need-to-know basis and our recruiters are subjects to strict confidentiality obligations.

However, you are kindly reminded that the internet is an open, global network. When you transmit personal data to us via the internet, you are deemed to accept the unavoidable risks associated therewith. Despite the technical and organization security measures implemented by the Data Controller, data can get lost or be intercepted and/or manipulated by unauthorized third parties. We decline all liability relating to loss or corruption of your personal data due to such loss, interception and/or manipulation of your data, and any consequence thereof, unless we have breached the standards of care required of data controllers in the EU.

### **6. HOW DO WE TRANSFER YOUR PERSONAL DATA OUTSIDE OF THE EUROPEAN ECONOMIC AREA?**

In the course of the recruitment process, your personal information may be transferred outside of the European Economic Area ("EEA") to member companies of the TEQBALL Group for the purposes specified in this Privacy Notice.

If we transfer your personal data outside of the EEA, we endeavor to ensure that your rights and freedoms in respect of the processing of your personal data are adequately and appropriately protected. For this purpose, we utilize the Standard Contractual Clauses approved by the European Commission that you can find [here](#).

Please note that regardless of where you live, your personal data will be protected by the GDPR as our business is located within the EEA.

## **7. WHAT ARE YOUR RIGHTS REGARDING YOUR PERSONAL DATA?**

We did our best to explain what your rights are and how you can exercise them. If, despite of our below explanations, you are still unsure about the actions you can take or the conditions of exercise of your rights, do not worry, we will provide you with all the assistance you need when exercising your rights.

You may also contact us, at any time, before exercising any of your rights, and we will reply to your request as quickly as possible.

We will provide you with information on actions taken within 30 days of the day we receive your request. Only in exceptional circumstances, when we face complex or a high number of requests, we may extend this period of response up to 60 days.

If you wish to exercise any of your rights below, please send us an email, as indicated in **Section 9 “HOW TO CONTACT US”**.

### **7.1. Data access and data portability**

You have the right to access the personal information that we hold about you by requesting a copy of your personal data free of charge.

Upon verification of your identity, your request will be processed by our HR Team.

In certain cases, you may also be entitled to request copies of personal information that you have provided to us in a structured, commonly used, and machine-readable format and/or request us to transmit this information to another controller (where technically feasible).

### **7.2. Rectification of inaccurate or incomplete data**

You have the right to request that we correct any inaccuracies in your personal data.

### **7.3. Data retention and erasure**

We will retain your personal information until the end of the given recruitment process, but maximum during two years from the day you applied for a job position at the TEQBALL Group, provided that you have consented to the latter, as explained in Section 3.2. At the end of these retention periods, we will erase or anonymize your personal information from our systems.

If you got a position at the TEQBALL Group, please note that the retention of your personal data will be governed by a separate privacy policy applicable to our employees.

If you no longer want us to use your information, you can request that we erase your personal information from our systems.

Please note that in case you request the erasure or if we decide ourselves to start the erasure process at the end of our retention period(s), we may have to retain and use some of your personal information to the extent necessary to comply with any relevant legal obligations.

### **7.4. Right to object**

We process your data for the reasons explained in **Section 3 “WHY AND FOR HOW LONG DO WE PROCESS YOUR PERSONAL DATA?”**. Applicable law may entitle you to require us not to process your personal information for certain specific purposes where such processing is based on legitimate interest. If you object to such processing, we will stop processing your personal data for these purposes.

In specific situations, we may have to refuse the execution of your request. This would be the case where we have legitimate grounds to continue such processing or if we have to establish, exercise or defend legal claims.

#### **7.5. Right to restriction of processing**

You have the right to request that we stop processing your data, while we resolve any issues.

This is only possible in the following four cases:

- If you contest the fact that the personal data, we hold about you is accurate: in this case, the processing operations in relation to this data will be put on hold for the period during which this is verified.
- You have objected to a processing activity based on legitimate interest(s): in this case, you can require the processing operation to be put on hold while we verify the grounds for processing.
- You consider that the processing is unlawful, but you object to erasure and request restriction, instead.
- We have no further need for the data, but you require it to establish, exercise, or defend legal claims.

Despite your request, we may continue to process your data if we have to establish, exercise, or defend legal claims. We will notify you before lifting a restriction.

#### **7.6. Right to withdraw consent**

You have the right to withdraw any consent to data processing at any time. Such withdrawal does not affect the lawfulness of processing based on your consent before its withdrawal.

#### **7.7. Right to lodge a complaint with a supervisory authority**

If you consider that our processing of your personal data infringes the GDPR or any other applicable national laws, you have the right to lodge a complaint with a supervisory authority (in particular in the Member State where you live, place of work or of an alleged infringement of the GDPR).

### **8. CHANGES TO OUR PRIVACY NOTICE**

We may occasionally amend this Privacy Notice to reflect changes in our recruitment processes and the way we handle your personal information or changes in the applicable laws.

If we make changes we consider important, we will let you know by placing a notice on our site and/or contact you using other methods such as email.

To the extent permitted by applicable law, such changes will be applicable from the time they are published on our site, unless we specify a date of entry into force. Your continued use of our site from that day on will be subject to the new Privacy Notice.

### **9. HOW TO CONTACT US?**

If you have any comments or questions about this Privacy Notice or our recruitment related privacy practices, or you want to exercise one of your privacy rights, please send an email to our Data Protection Officer via [privacy@teqball.com](mailto:privacy@teqball.com) or to our HR department via [hr@teqball.com](mailto:hr@teqball.com).