

EveryPay's principles for the processing of personal data in the recruitment of staff

For us to be able to acknowledge you as an applicant and arrive at the successful conclusion of an employment contract, we must process your personal data. These terms and conditions provide information on the processing of your personal data in our recruitment process and how you can exercise your rights.

By applying for a job at EveryPay AS (hereinafter EveryPay), you agree to the terms and conditions of the processing of such personal data.

Who is responsible for the processing of your personal data?

EveryPay as the controller will be responsible for the processing of your personal data. EveryPay's contact details are available on the website of EveryPay at www.every-pay.com.

From where may we obtain your personal data?

EveryPay obtain your personal data from yourself, but in certain cases we may collect personal data from external sources. Such sources include public internet sources, public registers (Äriregister, Karistusregister), private registers (AS Creditinfo Eesti) and your former employers. We make queries to public and private registers in relation to the candidates we pick. These queries are carried out as part of the background check, regarding which we also notify the successful candidate in the background check form.

Your former employers will only be contacted when you are a successful applicant. We presume that the references and former employees given in the application documents have agreed to be addressed by EveryPay to obtain information.

If you apply for a job with us through a job portal, your data that you have presented will be sent to us through the respective job portal.

What kind of personal data do we process, for what purposes and on what legal grounds?

- **Assessing qualification and suitability**

Data to be processed: personal data (name, personal ID code), data in the CV and motivation letter (incl. education, prior work experience, training certificates, etc.).

Legal grounds: preparations for the conclusion of an employment contract.

- **Organising the recruitment process (communication with applicants)**

Processed data: personal data (name, ID code), contact details (e-mail address, phone number).

Legal grounds: preparations for the conclusion of an employment contract.

- **Carrying out background checks**

Data to be processed: personal data (name, ID code), data on prior punishments in offence proceedings, data concerning ongoing judicial proceedings, execution proceedings and bankruptcy proceedings, data on international sanctions, payment defaults, residence, contact details, affiliations with companies.

Legal basis: EveryPay legitimate interest is to ensure that an EveryPay employee has an impeccable reputation and cannot be subjected to the influence of third persons.

To whom can we send your personal data?

EveryPay may forward your personal data to AS LHV Pank as to the processor, who carry out background checks on behalf of EveryPay.

For how long will we store your personal data?

EveryPay AS will preserve your personal data for a maximum of two years after the end of the recruitment process. If you are a successful candidate, we may preserve your personal data for longer, following the time limits for the storing of personal data established in various legislation and the expiration times of potential claims.

What are your rights and how do you exercise them?

You have a right to:

- request the correction of insufficient, incomplete or incorrect personal data;

- object to the processing of personal data that EveryPay carries out based on their legitimate interest;
- demand the deletion of their personal data for the processing of which EveryPay does not have a legal basis;
- restrict the processing of your personal data for one or several purposes;
- obtain information on whether EveryPay is processing your personal data and to review your personal data;
- receive the personal data sent directly by you, that are processed electronically based on consent or for the performance of a contract and, if possible, request the forwarding of such information to a third person;
- revoke your consent for the processing of your personal data;
- file a complaint to the Data Protection Authority www.aki.ee if you feel that the processing of your personal data violates your rights and interests based on the applicable legislation.

In order to use your rights, please write to us using the e-mail address: jobs@every-pay.com.