

PRIVACY STATEMENT

Introduction

Transpose HR Ltd. (1117 Budapest, Október huszonharmadika street 8-10, company registration number: 01-09-287974) (the "Company") performs recruitment and other human resources services. The Company respects the client's rights related to personal data, data processing, transmission of data according to the legal regulations in force and the clients' mandate. The legal basis for the processing of personal data is the voluntary contribution of those concerned.

In view of the fact that you provide personal data for the database of Transpose HR Ltd, jobseekers who are acquainted with our business partners for the purposes of job search efforts, please read this Privacy Statement carefully before giving your details. By submitting your application (CV) you confirm that you have read, understood and voluntarily accept the content of this statement.

How to contact us?

If you have any questions about this Privacy Statement or if you have any questions about your personal data or about accessing your personal information, you can inquire at info@transpose-hr.hu.

What kind of personal information are we collecting?

The Company only records and manages personal data which are the subject of its business activity and which are provided by their clients voluntarily. The Company manages the following information: contact information, qualification and experience, interest, possibly salary expectations, any references or certificates provided by the applicant.

If you provide us with other people's data (e.g. personal reference), please make sure that you have obtained their consent for sending us their contact and/or personal data.

The purpose of data management

The purpose of data management is to inform job-seekers / employers about potential job opportunities / job seekers, keep the database up-to-date and for administration purposes.

How do we process and use your personal information?

You provide us your personal information in order to apply for a specific job or you want to submit your CV without a specific open job application. The data we store is intended solely to evaluate your qualifications and your personal experience to determine whether they meet the specific requirements of a given job application.

To whom we can disclose your personal information and in what cases?

Your personal data are available to employees of Transpose HR Ltd. and to our clients who use the services of Transpose HR Ltd.

So, when you provide us with your personal information, you agree to make your data available to our customers.

Our Company uses administrative, IT and physical security measures to avoid unauthorized use of data and controls and develops its security procedures.

How long do we keep your personal information and how can you verify or request deletion of your data?

Your personal information will be kept in our database for an unlimited period of time in order to notify you of future job applications as long as you do not request the deletion of your data, in which case your data will be deleted immediately from our database. If you want to check, correct, update or delete personal information stored by us, then you can request it at info@transpose-hr.hu by e-mail.

Rights of individuals and legal remedies

The personal data holder may at any time request information about the handling of his / her personal data, request correction, modification or deletion. Upon request, the Company provides information about the data it manages, about the data their customers manage, the purpose, legal basis, duration of the data management, and for whom and for what purpose the data have been provided. The Company shall provide the requested information related to data management in writing within 30 days of the submission of the request.