

Privacy Policy

InceptTech Business and Technology Solutions Limited Liability Company (Seat: H-1117 Budapest, Buda-part tér 2., Tax number: 24856647-2-43; Company Registration number: 01-09-186153) hereinafter referred as: **Employer** or **Data Controller**) is committed to the protection of the personal data of those who are employed or who wish to establish such a legal relationship (together: **employees** or **data subjects**), with particular respect of data subjects' right to self-determination.

In accordance with the relevant legal provisions, we provide information on the processing of personal data that may be required in connection with the submission and assessment of your job application as follows:

Data Controller: InceptTech Business and Technology Solutions Limited Liability Company (Seat: H-1117 Budapest, Buda-part tér 2., Tax number: 24856647-2-43; Company Registration number: 01-09-186153;)

Representative of the Data controller: Virag Szabo; Electronic contact: info@incepteam.com

Description of data processing

Description of data processing	Scope of processed data	Purpose of data processing	Legal basis for data processing	Data source	Recipients of data processing
CV management	<ul style="list-style-type: none"> Name Address Contact Data on studies and experience Any other information you include in your CV 	Filling vacancies as soon as possible with the most suitable employee possible	Consent of the data subject	Directly from the data subject	Advertising space provider as a data processor (if you submit your application in this way) Employment agency as a data processor (if you submit your application in this way)

Monitoring of application documents and processes	<ul style="list-style-type: none"> • From where the CV came from • When the CV arrived • Applicant's name • Phone number • Position • Invited for an interview (yes / no) • Interview date • Appeared or not • Outcome of interview process • You have received a job offer • You have accepted a job offer • Note 	Monitoring of application documents and processes	Legitimate interest: It is the employer's legitimate interest to monitor hiring processes	Employer's registration system	
Retention of job applicant data for future position inquiries	<ul style="list-style-type: none"> • From where the CV came from • When the CV arrived • Applicant's name • Address • Contact • Data on studies and experience • Any other information you include in your CV • Note 	Posting vacancies for future open positions	Consent of the data subject	Employer's registration system	

Duration of data processing: if your data processing consent extends only until the application for a specific position is considered, your data will be deleted after the final filling of the given position, if you have specifically agreed to it, we will control your data for 3 years for future vacancies, or in any case, if you withdraw your consent, the data will be deleted immediately thereafter.

Recipients of data processing: During data processing, we use Data Processors as follows:

Advertising space providers (if you submit your application in this way): LinkedIn Ireland Unlimited Company; seat: Wilton Place, 2 Dublin, Ireland, Company Registration number: Cg: 477441; phone number: 00353-1-5185114.; Electronic address: <https://www.linkedin.com/help/linkedin/ask/TSO-DPO>; Google.com; seat: 1600 Amphitheatre Parkway, Mountain view, CA 94043, Company Registration number: Cg: 770493581; phone number: 650-253-0000; Electronic address: https://support.google.com/policies/answer/9581826?hl=hu&visit_id=637564054355385465-4013020380&rd=1; Profession.hu; seat: 1123 Budapest, Nagyenyed utca 8-14. 4. em., Company Registration number: Cg: 01-09-199015; phone number: +36 (1) 224-2070 e-mail address: ugyfelszolgalat@profession.hu; Monday.com Ltd; seat: 52 Menachem Begin St. Tel Aviv, 6713701, Israel., Company Registration number: Cg: 514744887; phone number: 077-3180262; e-mail address: support@monday.zendesk.com;

Employment agency (if you submit your application in this way): DevShore, seat: 1136 Budapest, Hollán Ernő utca 30. V. emelet 1., Company Registration number: Cg: 01-09-341802; phone number +36-30-789-8756; e-mail address: zsolt@devshore.io.

The Data Processor follows the instructions of the Data Controller, and may not use the data for its own purposes or transfer it to other persons.

In connection with this data processing, you have the following rights:

Right of access to your personal data: You have the right to receive feedback from the Data Controller as to whether your personal data is being processed and, if such data processing is in progress, you have the right to access your personal data and the information required by law. Based on this, you have the right to contact the Data Controller and request information on the processing of your data, as well as request access to your data.

Your right to rectification: If your data changes, you can request the rectification of your data at any time by providing the correct data.

Right to delete data: You have the right to request the Data Controller to delete your data if the data processing is no longer necessary for the purpose for which the data were recorded if the data processing is illegal or if the deletion of the data is required by law.

Your right to the restriction of data processing You can request a restriction on data processing if the data processing is illegal, if the Data Controller no longer needs the data for the purpose of data processing, but you want to use it to lodge a legal claim. Restrictions on data management mean that data may only be stored until the restriction is lifted and can only be used to lodge a legal claim.

Right to object: You have the right to object to the processing of your personal data at any time for reasons related to your own situation. In such a case, the Data Controller shall individually examine whether there is a legitimate reason justifying the need for data processing.

Right to data portability: If the data processing is based on your consent or is necessary for the performance of a contract and the data processing is automated, you are entitled to receive in a structured, widely used machine-readable format your personal data that the Data Controller processes, and you are entitled to transfer this data to another data controller without being hindered by the Data Controller. In exercising the right to data portability, you have the right, if technically feasible, to request the direct transfer of personal data between data controllers.

Right to lodge a complaint to a supervisory authority: You have the right to file a complaint to NAIH. (Contact: 1055 Budapest, Falk Miksa u. 9-11, +36-1-391-1400, ugyfelszolgalat@naih.hu).

Your right to initiate a judicial proceeding: You have the right to go to court if, in your opinion, the Data Controller or the Data Processor entrusted by the Data Controller or acting on its behalf treats your personal data in breach of the rules on the processing of personal data.

Data security

The Data Controller ensures the security of the data. To this end, it shall take the technical and organizational measures and establish the procedural rules necessary to enforce the applicable legislation, data protection and confidentiality rules. The Data Controller shall take appropriate measures to protect the data against unauthorized access, alteration, transmission, disclosure, deletion or destruction, as well as against accidental destruction and damage, as well as becoming inaccessible due to changes in the technology used. The Data Controller (also) ensures the enforcement of the data security rules by means of internal regulations, instructions and procedures separate from the Data Controlling Regulations and this Privacy Policy. When defining and applying data security measures, the Data Controller shall take into account the state of technology development and shall choose from several possible data processing solutions which

ensure a higher level of protection of personal data, unless this would be a disproportionate burden.

If you have any questions regarding the processing of your personal data, please write to our info@incepteam.com e-mail address. Our detailed Privacy Policy is also available at the registered office of our Company, available upon request.