

SignedBlock

Human Resources Privacy Policy

Reference to “SignedBlock”, “the Company”, “our”, “we”, “us” and other similar terms may refer to SignedBlock P.C. In SignedBlock we take privacy seriously. We have developed our privacy policies which apply to our employees and/or candidates (the “HR Privacy Policy” or “Policy”). While this HR Privacy Policy is intended to describe the broadest range of our personal information processing activities globally, those processing activities may be more limited in some jurisdictions based on the restrictions of their laws.

Please see below our HR Privacy Policy.

1. SignedBlock

- a. SignedBlock is a data controller in respect of personal data obtained about you in connection with the use of our facilities and services.
- b. This Policy explains how SignedBlock collect and use your personal information in connection with recruitment and employment.

2. Collecting Personal Information

When you apply for a position with SignedBlock we may collect personal information directly from you. We ask for certain data, including educational and employment background, contact information and preferences, job qualifications, and jobs for which you would like to submit an application. This information is necessary for us to process your employment application. If you do not provide it we may not be able to process your application and may not be able to offer you a position. You may choose to provide to SignedBlock additional information, such as your CV, employment references and related information, and requests regarding salary or benefits. In addition, SignedBlock may collect information from third parties, for example in connection with initial and ongoing background, employment and social media checks and/ or employment references. This information may consist of historical employment information obtained from former employers (e.g. employer references, career history), and social media information from social media sites (e.g. posts, likes and other content).

3. Sensitive Personal Information

In this Policy, “sensitive personal information” means details of your racial or ethnic origin, political opinions or beliefs, religious beliefs, membership in a trade union, physical or mental health condition, sexual orientation, commission or alleged commission of a criminal offence and any related proceedings. SignedBlock does not normally request sensitive personal information in connection with recruitment. If you have a disability and would like SignedBlock to consider any workplace arrangements connected with the disability, you may provide that information during the recruitment process. In some countries we ask for information such as race or ethnicity for the purpose of monitoring equality of opportunity, but this is kept strictly confidential and is not made available to those conducting the recruitment process. If we ask that you undergo pre-employment screening, this may in some cases involve the processing of sensitive personal information. Please see the section below headed “Pre-employment screening” for more information about this.

4. Use of Your Personal Information

Your personal information may be used to manage SignedBlock’ recruitment processes, for compliance with corporate governance, and for legal and regulatory requirements. We process your personal information for these purposes to meet our legitimate interests in dealing with your application and finding the best candidate for a position. If you are employed

by us, the information will be used in connection with your employment and for managing our organization. We use your information for these purposes in order to comply both with employment law and with our obligations under your employment contract. It is also in our legitimate interests to use your information in order to manage our business efficiently and keep our records accurate and up to date. If you submit your CV through one of our websites, we will use your personal information to process and assess your job application. We may also use your personal information to send you announcements of future job opportunities or for administrative purposes.

5. Pre-employment screening

In accordance with SignedBlock' policies, pre-employment screening checks may be required for individuals being considered for employment, and are also periodically conducted for our employees. These checks may relate to employment history, credit history, education, qualifications, residence, nationality and visa/work permit status, information available on social media and records regarding criminal offences or criminal proceedings. By applying for a position with SignedBlock you are confirming that the information you have provided is correct and that you give permission for SignedBlock and its contractors to carry out all necessary employment checks, which may involve the processing of sensitive personal information. All personal information generated by the screening process will be used solely for the purposes for which you have given consent.

It is your responsibility to verify the accuracy of the information you submit to SignedBlock. Providing inaccurate information about your education and/or employment history which cannot be substantiated, either on your CV, the SignedBlock job application, may disqualify you from further consideration for employment with SignedBlock. If you have any additional questions about this process, please send an e-mail to mfasoula@signedblock.com.

6. Data Recipients and Sharing with Third Parties

SignedBlock may share your personal information internally and with service providers and other third parties as necessary in connection with recruitment and employment. SignedBlock requires its service providers to keep your personal information confidential and to use it only for the specific purposes for which it was disclosed. SignedBlock and its service providers may also use your personal information in an anonymised format (i.e. in a form in which your identity cannot be determined) for other purposes not specified above, including in the development and testing of products and services.

7. Security and Confidentiality

Except as otherwise stated in this Policy or as required for legal or regulatory purposes, SignedBlock will keep your personal information in confidence and will not disclose it to third parties without your consent. SignedBlock maintains, and requires its service providers to maintain, appropriate administrative, physical, and technical controls designed to protect the confidentiality and security of your personal information. SignedBlock' employees who may have access to personal information are required to keep that information confidential.

8. Retention and Deletion

SignedBlock may retain your information throughout the course of your application for employment. If your application is unsuccessful, SignedBlock may retain your personal information for a reasonable period after your application is closed, during which SignedBlock may consider you for other job opportunities. To the extent permitted or required by law, SignedBlock may delete data at any time and you should retain a copy of any information you submit to us.

9. Your Rights in relation to your Personal Information

You may access, correct and (where it is inaccurate or no longer needed) delete personal information you have submitted to us. In certain circumstances you may also have the right under data protection legislation to object to our use of your personal information, to restrict

our use of your personal information, and to be given a copy of your personal information in a commonly-used format to be provided, at your discretion, to another company. If our processing of your personal information is at any stage based solely on your consent then you can withdraw that consent at any time, but please bear in mind that in most cases we will be processing your personal information on another legal basis. If you wish to exercise any of these rights, you may do so by sending an email to mfasoula@signedblock.com keeping cc the Project Manager, atsilidou@signedblock.com or by writing to *SignedBlock, Tzaferi 16, 118 54, Kerameikos, Athens, Greece, the attention of the Project Manager*. If you have any concerns about our use of your personal information, please contact us at either of these addresses and we will endeavour to resolve your concerns.

10. Your Responsibilities

You are responsible for the information you provide to SignedBlock, and you must ensure it is honest, truthful, accurate and not misleading in any way. If you provide any information concerning any other person, such as individuals you provide as references, you are responsible for providing any notices and obtaining any consents necessary for SignedBlock to collect and use that information for the purposes described in this Policy.

SignedBlock may update this Policy from time to time. If you have any questions or concerns about this Policy or its application, or if you believe your personal information has been used in a way that is not consistent with this Policy, please contact us at mfasoula@signedblock.com or atsilidou@signedblock.com.