

PRIVATE NOTICE TO EMPLOYMENT CANDIDATES

I. GENERAL INFORMATION

This **Candidate Privacy Policy** (hereinafter referred to as the Privacy Policy) explains how UAB Baltic Ground Services (hereinafter referred to as the Company) handles the personal data of **Job Applicants** (hereinafter referred to as You, Your) that You provide to the Company when applying for a job in any way. Candidates participating in the selection process involving the processing of personal data can familiarise themselves with the Company's privacy policy.

The Company acts as a joint data controller together with **Avia Solutions** Group, which consists of the following companies: <https://aviasg.com/en/the-group/general-contacts>.

UAB Baltic Ground Services, legal entity code 300136658, address Dariaus ir Girėno g. 21A, LT-02188 Vilnius, telephone 8 5 252 5592, e-mail info@bgs.aero The Company acts as a data controller.

If you have any questions regarding this Privacy Policy or any requests regarding the processing of your personal data, please contact us by email at dataprotection@bgs.aero

By reading this Privacy Policy, you will learn:

- the basis and principles for the collection and processing of personal data;
- how we obtain personal data;
- what categories of personal data we collect and process;
- how we use your personal data;
- how long we store personal data;
- to whom we transfer your personal data or to which third parties we disclose it;
- what your rights are.

II. BASIS AND PRINCIPLES FOR THE COLLECTION AND PROCESSING OF PERSONAL DATA

In order to select the most suitable candidates for vacant positions, the Company collects and processes personal data on the following grounds:

- with your consent, when you voluntarily provide data and agree to its processing, knowing the purpose of data collection (GDPR Article 6(1)(a));
- in order to fulfil a legal obligation applicable to the data controller - checking the impeccable reputation of selected candidates / recruitment (GDPR Article 6(1)(c));
- it is necessary to process the data in order to conclude a contract to which you are a party (Article 6(1)(b) of the GDPR) – processing is necessary for the conclusion of an employment contract with you;
- having a legitimate interest in processing your personal data – the Company's desire and interest to select the candidate who best meets its expectations.

No other grounds for the collection and processing of personal data are possible at the Company, except in cases where they are expressed in your separate consent.

When collecting and processing your personal data, the Company follows these principles:

Principle of lawfulness – before collecting and processing data, a clear legal basis is established and announced, on the basis of which personal data will be processed.

Principle of fairness – the Company collects and processes your personal data only in a manner that you reasonably expect, taking into account your reasonable expectations, and does not use the data in ways that would cause negative consequences.

Principle of transparency – When collecting data, the Company informs you about the processing of data by providing detailed information.

Principle of purpose limitation – The Company collects your personal data for specified, clearly defined and legitimate purposes and does not further process it in ways incompatible with those purposes.

Principle of data minimisation – The Company collects and processes only the personal data that is necessary to achieve the purposes for which it is processed.

Principle of data accuracy – The Company's processing of your data is accurate, and when information about changes in personal data is received, it is updated.

In addition to all the principles of personal data collection and processing mentioned above, the Company undertakes to:

- Store your personal data only for as long as is necessary to achieve the specified purposes;
- Protect your personal data from accidental or unlawful destruction, loss or alteration, unlawful disclosure or access.

III. OBTAINING PERSONAL DATA

The Company may obtain and collect your personal data for candidate selection purposes in the following ways and from the following sources:

- Your CV (curriculum vitae, cover letter, references, etc.), which you submit to the email address hr@bgs.aero ;
- you provide data using the websites www.bgs.aero or www.aviasg.com or links contained therein;
- recruitment agencies, public career websites (where you publish your personal data), from which we receive the data you provide to them/us;
- specialised social networks (e.g. LinkedIn), where the Company accepts that you have expressed your consent to apply for vacant positions;
- from third parties who, with your consent, recommend and provide data to the Company for vacant positions;
- from other companies in the Avia Solutions Group, if your consent has been obtained to transfer personal data for recruitment purposes within the ASG group.

The Company does not collect or process your personal data about your previous employer, former employment relationships, your roles or career issues without your separate consent. Only data and categories of data that are provided voluntarily are processed.

IV. CATEGORIES OF PERSONAL DATA

When selecting candidates for vacant positions, the company collects and processes the following essential data, on the basis of which candidates who best meet the company's interests are selected:

Essential data from your CV – first name, surname, email address, telephone number, information voluntarily provided by the candidate.

Other information provided voluntarily in your CV or accompanying documents:

- periods of employment, duties, responsibilities;
- information about education and qualifications, qualification improvement courses, information about language levels, information technology skills, driving licences, other existing and planned competences;
- recommendations, feedback from other employers, names of persons providing such feedback.

V. USE OF PERSONAL DATA

When collecting and processing your personal data, the Company ensures that it will only be used for actions and purposes related to the recruitment and selection process. The Company will use your personal data for:

- to contact potential candidates and communicate with them about the further selection process;
- assessing the information required for a specific position, including skills and qualifications;
- in certain cases, for additional assessment for the next stage of the selection process.

If you refuse to provide the information necessary for the formalisation and continuation of the employment relationship, the Company will not be able to continue the recruitment process. All other information that is not necessary for the continuation of the employment relationship may only be collected with your separate consent.

VI. PERSONAL DATA STORAGE, STORAGE LOCATIONS

The Company processes your personal data during the selection process for vacant positions. In all cases, personal data is not stored for longer than three months from the date of receipt or for as long as you participate in the selection process at all levels.

After the selection process is complete, the Company does not process your personal data for any purpose other than that for which it was obtained, unless you have given your separate consent for further data processing or possible application for other job positions. The selection process is considered complete when a person is selected and hired for the vacant position.

All data related to the selection process for vacant positions is sent to the email address hr@bgs.aero, where the information received is automatically deleted after three months.

VII. TRANSFER OF PERSONAL DATA

During the selection process for vacant positions, the Company may independently disclose your personal data to third parties related to:

- Avia Solutions Group, a company whose responsible persons may be involved in the candidate selection process;
- A company within the Company's group operating within the EEA for which you are applying, but whose management bodies and place of work are not located at the Company's headquarters.

In all cases where your personal data is transferred to third parties, we ensure that it is processed in accordance with the principle of confidentiality and only for the specified selection and recruitment purposes.

Your personal data will not be transferred outside the EEA/EU.

VIII. YOUR RIGHTS IN RELATION TO PERSONAL DATA

In certain circumstances provided for by law, you may have the right to:

- request access to your personal data. This gives you the right to obtain information about the lawfulness of the processing of your data;
- request correction of personal information we hold about you. This obliges us to correct any incomplete or inaccurate information we hold about you;
- request the deletion of your personal information. This obliges us to delete or remove personal information if there is no compelling reason to continue processing it;
- object to the processing of your personal data where we are relying on a legitimate interest;
- request the restriction of the processing of your personal data. This obliges us to stop processing your personal information;
- request the transfer of your personal information to another party.

If you wish to view, verify, correct or delete your personal information, object to the processing of your personal data, or request that transfer a copy of your personal information to another party, please contact us at by sending an email to dataprotection@bgs.aero. Each request to exercise one of these rights is assessed on a case-by-case basis. There may be circumstances where the Company is not legally obliged to comply with your request due to relevant legal exceptions provided for in applicable personal data protection legislation.

IX. CONTACTS

dataprotection@bgs.aero If you have any questions about this Privacy Policy or wish to contact us for any reason regarding the processing of your personal data, please contact us at dataprotection@bgs.aero our data protection officer, by sending an email to dataprotection@bgs.aero or by sending a signed request with the date indicated to Baltic Ground Services at the following address: Dariaus ir Girėno g. 21a, LT-02189 Vilnius, Lithuania.