



INFORMATION TEXT ON THE CAREER SECTION IN THE WEBSITE

What you should know when you send us your CV

Thank you for your interest in working for Cosmos Business Systems. We will investigate your CV to discover if you match the job you are applying for.

You should also know that:

- Our company acts as the Controller for the processing of your personal data.
- Your personal document (CV) will be handled with confidentiality and only the necessary personnel of the company will have access to it.
- The purpose of processing of your CV is to evaluate it and examine the possibility of employment.
- The lawful basis for processing is to take the needed steps prior to entering into a contract, at your request.
- Prior to sending information from third parties (e.g. letters of recommendation from previous employers), you should obtain their consents at an earlier stage.
- Your CV will be retained at our database for 1 year from filling the job vacancy and afterward will be destroyed.
- Do not send information about criminal convictions and/or offenses, special categories of personal data like political opinions, religious or philosophical beliefs, trade union membership, genetic or biometric data, health data, etc.

If you wish to exercise your right of access to, rectification or deletion of your data, restriction of processing, portability of your data or objection to the processing, as well as for any further information, please send us a written request to the email address: **dpo@cbs.gr**

The Company will reply to your GDPR requests within (1) one month. However, if your request is complex or we handle many requests and we need to take another two (2) months extension, we will notify you.

If we do not satisfy your request, you can contact the Hellenic Data Protection Authority (<http://www.dpa.gr/>).