



## CANDIDATE PRIVACY POLICY

Dear Candidate,

Thank you for your interest in Galileo Green Energy! Before we proceed we need to let you know about your rights and obligations under data protection legislation and give you some more information about what we're going to do with your personal data.

According to the provisions prescribed by the relevant EU data protection Regulation, 2016/679 ("GDPR"), the personal data you provide to us as part of your application ("Personal Data"), will be processed in compliance with the privacy obligations in the GDPR, which means that your Personal Data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Maintained only for as long as necessary for the purposes we have told you about.
- Kept securely and protected against unauthorised or unlawful processing and against loss or destruction using appropriate technical and organisational measures.

Here is some further information that might be of interest to you:

### Data Controller

The Data Controller is Galileo Green Energy GmbH, Usterstrasse 12 CH-8001 Zürich ("Data Controller" or "GGE"), you may contact the Data Controller at any time at the following email address: [info@galileo.energy](mailto:info@galileo.energy).

### Types of data processed, purpose and legal basis

The Data Controller processes Personal Data collected during personnel recruitment and selection activities. This includes personal data within the meaning of Article 4(1) GDPR, such as, for example, name, surname, address, e-mail address or mobile telephone number, as well as possibly also special categories of personal data within the meaning of Articles 9(1) GDPR relating to health status or ethnicity. Please do not disclose this type of data unless it is strictly necessary. Please be informed that if you do choose to provide this type of data without giving your specific consent to the processing (e.g., by sending a CV), the processing on our part will relate to data made manifestly public by the data subject, as provided for by art. 9(1)(e) of the GDPR. Therefore, the Data Controller will be released from any liability or dispute whatsoever in connection with the processing of such data. As previously mentioned, explicit consent to the processing of special categories of Personal Data is fundamental if you do choose to disclose such information.

We will use the Personal Data we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint a suitable candidate to that role.

We also need to process your Personal Data to decide whether to enter into a contract with you.

The legal basis for the processing of your Personal Data is the execution of pre-contractual measures at the request of the data subject pursuant to Article 6(1)(b) GDPR.

### Methods of processing

The processing of Personal Data will take place via manual and computerised means, based on criteria in line with and functional to the purpose for which said Personal Data was collected. This will always be done in compliance with privacy and security standards as dictated by the governing law and internal company practices.

### Candidate Privacy Policy

 Galileo Green Energy GmbH, Usterstrasse 12, CH-8001 Zurich

VAT code: CHE-172.613.461 | Email: [info@galileo.energy](mailto:info@galileo.energy) | Tel: +41 44 505 63 38 | Web: [www.galileo.energy](http://www.galileo.energy)

Processing of Personal Data will be carried out in accordance with standard criteria in relation to achieving the noted purpose. The methods for processing of Personal Data may be via telephone, email or by post.

### **Categories of Recipients Data**

Your Personal Data will be processed only by authorised parties in accordance with Art. 29 of the GDPR. In order to fully evaluate your candidacy, your Personal Data may be shared with other entities affiliated with GGE as well as our legal, tax or recruitment advisors, but only for the purpose and under our direction. The Personal Data may be collected from third parties as well, in which case, we will immediately inform you in line with provisions of Art. 14 of the GDPR.

### **Transfer of Personal Data outside the EU territory**

Your Personal Data may be shared with other entities affiliated with Galileo Green Energy based outside of the EU territory as well. For those recipients located outside of the EU, the Company obtains the correct guarantees to ensure that the transfer of Personal Data is carried out in compliance with Chapter V of the GDPR.

### **Retention time**

Your Personal Data will be deleted from our systems at the end of the year following the year of receipt; if you are interested in being considered for future positions after this date, please send us your CV again.

### **Your Rights**

Please note that you have several rights regarding processing of your Personal Data under GDPR.

Under certain circumstances, by law you have the right to:

- Request access to your Personal Data (commonly known as a “data subject access request”). This enables you to receive a copy of the Personal Data we hold about you and to check that we are lawfully processing it.
- Request correction of the Personal Data that we hold about you. This enables you to have any incomplete or inaccurate data corrected.
- Request erasure of your Personal Data. This enables you to ask us to delete or remove Personal Data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your Personal Data where you have exercised your right to object to processing (see below).
- Object to processing of your Personal Data where we are relying on a legitimate interest (or those of a third party) and there is something about your situation that makes you want to object to processing on this ground. You also have the right to object where we are processing your Personal Data for marketing purposes.
- Request the restriction of processing of your Personal Data. This enables you to ask us to suspend the processing of Personal Data about you, for example if you want us to establish its accuracy.
- Request the transfer of your Personal Data to another party.

You have the right to object to an official authority if you deem the aforementioned rights have not been recognised to you. Any request to exercise your rights, can be directed to the Controller by writing to Galileo Green Energy Management Service S.r.l. at the email address noted above.

### **Failure to provide Personal Data**

If you fail to provide Personal Data when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we may not be able to process your application further. For example, if we require references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

Version 1.1, July 2022