

## **ANNEX 2.**

### **DATA PROCESSING ACTIVITIES WHICH TAKE NOT AN INTEGRAL PART OF THE GENERAL BUSINESS CONDITIONS PERTAINING TO PARCEL DELIVERY AND MANAGEMENT**

#### **1. DATA PROCESSING FOR MARKETING PURPOSES**

##### **1.1. Data processing related to newsletters**

Purpose of data processing: providing up-to-date information about the Controller's activity

Legal basis of the data processing: Consent

Scope of personal data processed: name, e-mail address

Duration of data storage: until withdrawal of consent of the data subject (unsubscribe from newsletter)

#### **2. DATA PROCESSING RELATED TO RECRUITMENT AND SELECTION**

##### **2.1. Data processing related to data of job applicants (non-operational workers)**

Purpose of data processing: collecting applicants' data (résumés, cover letters)

Legal basis of the data processing: Consent

Scope of personal data processed: name, place and date of birth, address, e-mail address, phone number, social media user account, education, previous employers, hobbies, language skills (serial number of language exam certificate), licences (driving, ECDL, etc.), marital status, job title, current employer, expected salary, recommendations

Duration of data storage: 6 months following the official written evaluation

##### **2.2. Data processing related to data of job applicants (operational workers)**

Purpose of data processing: collecting applicants' data (personal identity documents)

Legal basis of the data processing: Consent

Scope of personal data processed: personal identity card, address card, social security identification number, tax identification number, phone number

Duration of data storage: 6 months following the official written evaluation

### **2.3. Data processing related to data of job applicants via headhunters**

Purpose of data processing: evaluating the applicants

Legal basis of data processing: Legitimate interest of the Controller

Scope of personal data processed: place and date of birth, address, e-mail address, phone number, social media user account, education, previous employers, hobbies, language skills (serial number of language exam certificate), licenses (driving, ECDL, etc.), marital status, job title, current employer, expected salary, recommendations, expected time of starting work

Duration of data storage: 12 months following the official written evaluation

### **2.4. Data processing related to offer given to a selected employee**

Purpose of data processing: informing the applicant

Legal basis of data processing: Legitimate interest of the Controller

Scope of personal data processed: name of selected employee, job to be filled, direct supervisor's name, job, amount of remuneration, details of benefits package, planned date of start of work

Duration of data storage: 6 months following the official written selection

### **2.5. Data processing related to data with motivation video**

Purpose of data processing: assess the applicant's communication skills

Legal basis of the data processing: Legitimate interest of the Controller

Scope of personal data processed: the image and voice of the applicant, the personal data provided in the motivation video

Duration of data storage: be deleted 30 days after the official written evaluation

## **3. PROCESSING OF PERSONAL DATA THROUGH VIDEO DEVICES**

Purpose of data processing: Observing buildings (HUB, office) of the Controller for security and quality assurance purposes

Legal basis of data processing: Legitimate interest of the Controller

Scope of personal data processed: Image of the data subject

Duration of data storage: 30 days

## **4. DATA PROCESSING RELATED TO ENTRY**

Purpose of data processing: Observing buildings of the Controller for security purposes

Legal basis of data processing: Legitimate interest of the Controller

Scope of personal data processed: Name of the data subject

Duration of data storage: 30 days

## **5. DATA PROCESSING RELATED TO THE CONSIGNEE QUESTIONNAIRE**

Purpose of data processing: Recipient evaluation of the delivery process, the result of which is the improvement of the quality of the postal service. With regard to the Parcel number, an additional purpose of data processing is to enable the Data Controller to identify and assess the quality of the service based on territorial, temporal and other characteristics in order to be able to improve the service and its quality even more accurately or contact the Addressee if necessary (e.g. if the performance of a particular area of delivery is lower than the performance of other areas, the Data Controller can take action specifically in relation to this area.)

Legal basis of data processing: Legitimate interest of the Controller

Scope of personal data processed: E-mail address, Parcel number

Duration of data storage: until the Data Subject objects to the data processing

The data processing is not anonymous, as the parcel and thus the Data Subject can be identified by the Parcel number. However, the linking of the package number and the Data subject's response is only for the purposes of quality assurance and service improvement as defined in the purpose of data processing, and the data subject will not be discriminated against in any way in relation to his/her opinion (with special regard to his/her negative opinion).

## **6. DATA PROCESSING RELATED TO WHISTLEBLOWING SYSTEM**

Purpose of data processing: Being compliant with the legal obligation under the Act XXV of 2023 on complaints, disclosures in public interest, and related rules on reporting abuses (Whistleblowing Act), which allows for the possibility to report information about an unlawful or suspected unlawful act or omission or other abuse ("Complaint") to the Data Controller. The Data Controller will investigate such Complaints and inform the Complainant thereof.

Legal basis of data processing: Compliance with legal obligation (The legal obligation is based on Whistleblowing Act).

Scope of personal data processed: Name, Email address, Telephone number, other personal data provided by the Data Subject (e.g. position).



Providing these data to the data controller is not mandatory, the Data Subject can report a claim anonymously.

Duration of data storage: Until the case has been closed or the related proceedings have been completed and the statute of limitation for reporting claims relating thereto has run, but for a maximum of 5 (five) years.