

PRIVACY POLICY - CAREERS

www.grupotel.com

Last update: April 2022



This privacy policy relates to the staff selection processes carried out by the GRUPOTEL HOTELS & RESORTS group.

Please read it carefully as it contains important information on the processing of your personal data, as well as your rights recognised by current applicable legislation in this area.

We reserve the right to update our privacy policy at any time as a result of business decisions and to comply with any changes in legislation or case law. If you have any queries or would like us to clarify any aspect of our privacy policy or your rights, please get in touch with us using the contact details given below. You hereby state that the information you provide us with, now or in the future, is correct and truthful. You also agree to let us know of any changes to this information. In the event that you are providing personal data belonging to third parties, you agree to obtain consent from the data subject(s) prior to doing so and to inform them of the content of this privacy policy.

The fields in our forms that are indicated as mandatory must be filled in for us to be able to handle your request.

1. Who is responsible for processing your data?

The data controller for the processing of data relating to the management and monitoring of staff selection processes is the company GRUPOTEL DOS, S.A., with registered address Crta. Artá-Pto. Alcudia, 68 de (07458) Can Picafort, Santa Margarita, Spain (hereinafter, GRUPOTEL).

You can contact the Privacy Officer of GRUPOTEL HOTELS & RESORTS via email at protecciondedatos@grupotel.com.

2. Why do we process your data and on what legal basis?

Staff selection: Your data will be processed to manage and control our staff selections processes carried out by and/or for the entities that make up the GRUPOTEL HOTELS & RESORTS group. This processing is based on your wish to participate in our staff selection processes.

3. How have we obtained your data?

Your CV has been provided either directly by you or by the employment website you signed up to in order to participate in our selection processes.

Typically, we process the following types of data:

- Identification and contact data such as DNI/NIE/residency permit (if applicable), full name, address, telephone number, image or email;
- Personal data, such as nationality;
- Information relating to your academic and professional background;
- Information relating to employment;
- If applicable, the existence of a disability and the degree thereof in accordance with the duty imposed by art. 42.1 of Spanish Royal Legislative Decree 1/2013, of 29 November, approving the Revised Text of the General Law on the rights of disabled people and their social inclusion;
- Data generated by the process.

4. Who can we pass your data on to?

Candidates' CVs will be sent to companies and hotels belonging to the GRUPOTEL HOTELS & RESORT group. The legal basis for said sharing of data is candidates' wish to participate in our selection processes, as well as the legitimate interest of the group for internal administrative purposes and in order to optimise how its selection processes are managed. To weigh up this interest with respect to your rights and freedoms it has been determined that the processing had a limited impact on the data subjects' privacy, it did not represent a significant threat and was compatible with the reasonable expectations of the data subjects, as they were candidates for jobs offered by the group and the processing would be taking place as part of the staff selection processes.

We will not pass your data on to third parties external to GRUPOTEL HOTELS & RESORT, except where required to do so by law or if you have given consent for us to do so.

PRIVACY POLICY - CAREERS

www.grupotel.com

Last update: April 2022



5. How long will we keep your data for?

Generally speaking, we will keep your data for the entire duration of the staff selection processes and, in any case, for the periods stipulated by the applicable legislation, and for the necessary time to be able to respond to any possible liability arising from said processing. Your data will be deleted when it is no longer needed or relevant for the purposes for which it was obtained. In particular:

- CVs are kept for one year from the date on which they were last updated. Therefore, if candidates wish to be considered for future selection processes, they must update their information.
- Recruitment files compiled within the context of GRUPOTEL staff selection processes will be deleted one year after the process ends. However, if you are hired, the data in relation to the selection process you participated in will be kept in your employment file.

6. What are your rights?

- You are entitled to request confirmation of whether or not we are processing your personal data and, if we are, to access it.
- You may also request that your data be corrected when it is inaccurate or that incomplete data be completed. You may also request data be deleted when, amongst other reasons, it is no longer needed for the purposes for which it was provided.
- In certain circumstances, you may request that the processing of your data be restricted. In this case, we will only process data necessary for the establishing or exercising of or defence against legal claims or to protect the rights of other persons.
- In certain circumstances and for reasons relating to a particular situation, you may also object to your data being processed. In such an event, we will cease to process your data, except for legitimate and compelling reasons relating to your interests, rights and freedoms, or for the establishing or exercising of or defence against legal claims.
- You may request to be removed from our job pool and withdraw your consent to participate in our selection processes at any time. However, this will not affect the legal basis for any processing carried out prior to said withdrawal.
- Moreover, under certain circumstances you may request the portability of your data in order for it to be sent to another data controller.
- You may also submit a complaint to the Spanish Data Protection Agency or any other relevant body.
- You also have the right to oppose the adoption of automated individual decision-making that has legal effects for you or significantly affects you in a similar way, when this right applies in accordance with the provisions of article 22 of Regulation (EU) 2016/679.

In order to exercise your rights, you must send us your request, along with a copy of your national identification document or any other document valid for identification purposes, to the address or email address given in the section "Who is responsible for processing your data?".

For more information on your rights and how to exercise them, please visit the Spanish Data Protection Agency website at www.aepd.es.