

# Privacy Notice for recruitment

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## 1. Recruitment Privacy Notice

Colquimica is a consolidated company in the Portuguese and international market and within the scope of its activity is committed to protecting the privacy of your personal data, adopting the measures it deems appropriate to ensure the accuracy, integrity and confidentiality of personal data, as well as all other rights that assist the respective holders, acting in accordance with the legislation and regulations on privacy and data protection, namely: Regulation (EU) 2016/769 of the European Parliament and of the Council of 27 April 2016 (hereinafter GDPR) and Act of 10 May 2018 on the Protection of Personal Data that ensures the implementation in the national legal system.

The processing of personal data described in this Notice concerns the personal data of citizens who relate to Colquimica, within the scope of recruitment processes, both online and offline, and is intended to ensure the provision of information to candidates in Colquimica's selection and recruitment processes about the processing of personal data concerning them, from how and why we collect your personal data and what we use it for, in accordance with and for the purposes of Articles 13 and 14 of the GDPR.

The personal application data that the Candidate sends through a spontaneous application or in response to an advertisement (via email or website), through specialized recruitment platforms, namely: LinkedIn In, Net-Empregos, Indeed, as well as other personal data that the Candidate may provide, in any way, to us or the entity indicated to intervene in the recruitment and selection process, as well as the data that have been generated within the scope of that process or that result from the evaluation of the application will be processed by Colquimica as the responsible for the processing of Personal Data.

Colquimica may also collect information regarding the Candidate from publicly accessible sources, public bodies and contacts made available by the Candidate himself, to complement and/or confirm the information provided by him within the scope of the recruitment and selection process.

### Who is responsible for the processing of your personal data?

Colquimica Polska is responsible for the processing of the personal data of its employees and can be contacted at Szkolna 30, 62-064 Plewiska, Poland, by calling +48 61 667 07 90 and by sending an email address [colquimica@colquimica.pt](mailto:colquimica@colquimica.pt)

For data protection related questions, please contact: [dataprotection@colquimica.pt](mailto:dataprotection@colquimica.pt)

Within the scope of business activity and considering the group structure assumed by Colquimica, workers' data may circulate between the different companies.

### What personal data do we collect in our recruitment processes?

As part of the recruitment process, we collect the following personal data: Name, date of birth, nationality, address, contact information, professional experience, academic qualifications and the other data referred to in your CV. We may also collect personal data through third parties, references, previous employers, and employment background checks, as permitted by law.

Some data requested from the Candidate, within the scope of the recruitment process, may be a mandatory requirement for the evaluation of the application or the application for certain positions, so that, if this is the case, Colquimica will give this indication to the Candidate, informing him that, in the event that they are not provided, the analysis of the application cannot be carried out.

### For what purposes do we process your data?

The personal data in question will be processed for the purposes of **selection and recruitment**, and if the candidate is selected to join Colquimica's staff, they will be processed within the scope of an employment relationship.

#### **The lawful grounds for this processing:**

Execution of Pre-Contractual Diligences requested by the candidate;

Compliance with legal obligations.

### How long do we keep your personal data?

We keep your personal data only for the period necessary and within the scope of the purpose for which we collected them. for the time necessary to pursue the aforementioned purpose, up to a maximum of 1 (one) year from (i) the submission of the application through which the aforementioned data was provided, in the case of a spontaneous application and the Candidate has not been part of any Colquimica recruitment process during that period, or (ii) from the end of the recruitment process in which the collection of said data has taken place, if the Candidate has not been hired, in order to enable future contacts to be made by Colquimica to the Candidate in order for the Candidate to join other recruitment processes that may be launched by the same within the indicated period of 1 year.

## What are the rights of personal data subjects?

Under the terms of the applicable legislation, you may exercise the following rights:

- **Right of Access:** obtain confirmation as to whether or not your personal data is being processed and, if so, access it. In this case, Colquímica reserves the right to demand the payment of a reasonable fee, taking into account the administrative costs;
- **Right to Rectification:** to obtain the rectification of inaccurate personal data concerning you and to request that your incomplete personal data be completed;
- **Right to Erasure:** obtain the erasure of your personal data, except in cases where there are grounds that validate its conservation;
- **Right to Restriction of Processing:** to obtain the restriction of the processing of your personal data when it relates to certain categories of data or processing purposes;
- **Right to Portability:** to receive the personal data you have provided to us, in a structured, commonly used and machine-readable format, as well as to request the transmission of your personal data to another controller;
- **Right to Object:** to object, at any time, to certain processing of your personal data, such as in the case of the processing of personal data for direct marketing purposes;
- **Right Not to Be Subject to Automated Individual Decisions, including Profiling:** not to be subject to any decision made solely on the basis of automated processing, including profiling, which produces effects in your legal sphere or similarly significantly affects you.

In order to exercise your rights, you should contact us via email: [dataprotection@colquimica.pt](mailto:dataprotection@colquimica.pt)

In addition, you are guaranteed the right to withdraw your consent whenever you have given it, through the means indicated above. The withdrawal of consent does not, however, invalidate the processing carried out up to the date of withdrawal.

The holder of the personal data also has the right to file a complaint with the CNPD, or other competent supervisory authority, as well as to resort to any other judicial remedy, if he/she considers that his/her personal data is not subject to lawful processing by Colquímica, under the terms of current legislation and this notice.

### What security measures are adopted?

Colquimica is committed to putting in place the appropriate technical and organisational measures to protect your personal data against accidental or unlawful destruction, accidental loss, alteration, dissemination or unauthorised access. An adequate level of security is considered to be applied in relation to the risks that the processing presents, given the nature of the data to be protected.

Colquimica develops all its activity using systems that aim to ensure the security of your personal data, through the creation of procedures that prevent unauthorized access, accidental loss and/or destruction of your personal data, committing to respect and compliance with the legislation on the protection of personal data.

### Who do we share your personal data with?

The Candidates' personal data may be processed by other companies or entities that Colquimica has subcontracted, namely, entities or contractors by Colquimica to carry out the evaluation and selection of applications, interviews, verification of qualifications or other personal data of the Candidates and temporary employment companies.

However, we do not usually use these third parties, so whenever we do we will provide this information at the time of your application.

### Under what circumstances do we transfer your personal data to third countries?

The activity conducted by Colquimica may involve the transfer of your personal data to third countries – located outside the European Union or that do not belong to the European Economic Area – even if this occurs occasionally and always in the relationship established with other services used by Colquimica.

In such situations, all necessary and appropriate measures will be adopted to ensure the protection of your personal data.

One of these situations occurs in the context of the use of LinkedIn and the Odoo platform, as a recruitment platform, in which, despite the existence of an adequacy decision for the United States of America, the truth is that, even so, your data may be transferred to other countries that do not benefit from any adequacy decision, having, Hence a limited influence on the data processing carried out by the operators of these networks (e.g. membership management and the management of general information). In situations where we have no influence, we try to ensure, as far as possible, that social media operators act in accordance with the privacy and data protection requirements required by the GDPR. However, in many cases, we have no

influence on this data processing carried out by the operators and we have no clear knowledge of the data that is being processed on certain occasions.

The operators of the social networks manage the entire IT infrastructure of the service, applying their own privacy and data protection rules and, in addition, maintain their own relationships with users (insofar as they are registered users of the social network). In addition, operators are fully responsible for all issues related to user profile data to which Colquimica does not have access. For more information on the data processing carried out by the social media operator, please refer to their respective Privacy Policies:

LinkedIn: [br.linkedin.com/legal/privacy-policy](https://br.linkedin.com/legal/privacy-policy)

### Changes to the Recruitment Privacy Notice

All updates to the recruitment Privacy Notice will be communicated by means of a notice on the home page of the website: <https://www.colquimica.com> so that such changes can be immediately noticed.

Plewiska, July 2025