

## CANDIDATE PRIVACY NOTICE

2023

This privacy notice contains comprehensive information about (as a candidate for the job position at Linesoft Pty Ltd or its subsidiaries Neara Software LLC and Neara Software UAB (each a **Neara Group Company** and together **Neara**)), your personal data processing and why, and to whom we provide such data and how long we store it for. You will also find information about your rights in relation to personal data and other information about the processing of your personal data.

We value your personal data and comply with the requirements of the EU General Data Protection Regulation 2016/679 (**GDPR**) and other laws that protect your data.

### 1. Who is the controller of my personal data?

Depending on the job position of the Neara Group Company you are applying for, your data controller is accordingly:

Linesoft Pty Ltd t/a Neara ABN 84 606 633 443 of 7 Hudson Street, Redfern NSW 2016; Neara Software LLC, 3495 LAKESIDE DRIVE #1309, RENO 89509 NV, United States; Neara Software UAB, code: 306104749, Žalgirio str. 94-1, LT-09300 Vilnius. The email contact for each of these entities is [info@neara.com](mailto:info@neara.com), or alternatively [kara@neara.com](mailto:kara@neara.com).

### 2. Why do you collect, and how do you use my personal data?

Purpose	Generally Applicable Personal Data Categories	Legal Basis	Retention period
To select candidates for job positions in Neara	Name and surname, date of birth, address, phone number, e-mail address, resume, place of work, education, desired job, date of receipt of resume, cover letter, portfolio, personal characteristics,	We may enter and may intend to enter into an employment contract with you (Article 6(1)(b) of the GDPR) – when you apply for a job, and we assess your suitability for the position.	Your personal data will be stored throughout your recruitment process and up to one year after the end of the recruitment process.  If you conclude an employment contract with us, we will further store your personal data as described in our employee

	<p>work experience, last place of work, length of service at the place of work, other work experience, language, foreign language skills, reading, writing, speaking levels, ability to work</p> <p>You have given consent to process your Data (Article 6(1)(a) of the GDPR) by voluntarily sending us information.</p>	<p>privacy notice.</p>
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	<p>with computer programs or other information systems, desired salary, online reference checks, criminal background checks and/or other information provided by you during the selection process.</p> <p>We have a legitimate interest in contacting you and offering you a job opportunity (Article 6(1)(f) GDPR) when you make your information available publicly (e.g., via LinkedIn).</p>	
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<p>To assert and defend our legal interests</p>	<p>In case we become a party to a legal process to which you are subject – all of the aforementioned information, accounting and legal case files, legal documents, other information you provide us with, and other information that may be necessary to assert and defend our legal rights.</p> <p>Our legitimate interest to assert and defend our legal interests (Article 6(1)(f) of the GDPR).</p>	<p>Up to 10 years following the end of the relationship with us or, whichever is longer, for the duration of the legal process and 3 years after a final decision of the relevant authority came into full force.</p>
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If you do not provide your personal data, which we are obliged to process by law or which is necessary for the conclusion of the employment contract, we may not be able to conclude the employment contract with you, or progress your candidacy in any hiring process.

**3. Where do you collect my data from?**

Your personal data can be collected in various ways. We collect personal data directly from you. When allowed by applicable legal acts, we can collect personal data also from other sources: from your professional social media accounts (e.g., LinkedIn), through our external recruitment companies, from our employees who are referring you for a job position, from third-party job boards (e.g., LinkedIn, Indeed).

**4. Who can access your information?**

We apply necessary safety measures to maintain data confidentiality when processing your data.

Your data can be reviewed by Neara’s HR & Recruitment Team, Executive Team, Hiring Managers, Interviewers and Homework Reviewers, but access to your data is provided only to those employees who need it for the fulfilment of their functions.

Your personal data can also be disclosed by us to third parties:

\_ where it is necessary for the candidate selection process, to other Neara Group Companies;

- \_ to the extent permitted or required by legal acts, e.g., to tax institutions, municipal institutions, insurance companies, occupational health and safety institutions, legal service providers, and other appropriate institutions;
- \_ when service providers provide services to us, on our behalf and under our instructions (e. g. data in information systems, which are provided and maintained by external service providers, can be viewed by personnel engaged by such service providers, but strictly only for purposes necessary to provide their services). We will always control and remain liable for the use of your personal data. These service providers, for example, among others, currently include HiBob, Greenhouse, Google, Veremark.
- \_ when we fairly believe that disclosure is necessary to defend our rights, to ensure your safety or the safety of others, to investigate fraud cases or fulfilling a request of a state institution.

Your data can be transferred to third (non-EU) countries. The safety of data transfer outside the EU is ensured by adequacy decisions adopted by the European Commission; and in the absence of the applicable adequacy decision – by agreements according to the standard contractual clauses approved by the European Commission.

### **5. What rights do you have?**

You have the right at any time to access your personal data processed by us, to request its rectification, supplementation or update.

You can also contact us for your data processing restrictions, provided you have a legal basis for implementing such restriction(s).

You have the right to object to particular data processing. You also have the right to data portability. Where we process your personal data on the basis of your consent, you have the right to withdraw your consent at any time.

The above-mentioned requests should be sent to us by electronic mail at [info@neara.com](mailto:info@neara.com) or to [kara@neara.com](mailto:kara@neara.com).

### **6. Where to apply in case of breach of rights?**

If you think that your rights to privacy were infringed, you can lodge a complaint to:

In Australia: the Office of the Australian Information Commissioner, GPO Box 5288, Sydney NSW 2001 or on 1300 363 992 for more details.

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In the EU: the State Data Protection Inspectorate, L. Sapiegos str. 17, 10312 Vilnius, phone: (8 5) 271 2804, 279 1445, fax (8 5) 261 9494, email: [ada@ada.lt](mailto:ada@ada.lt).

I confirm that I have read and understood the information contained in this notice:

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Name, surname, signature, date