

# EY Bulgaria Recruitment Privacy Statement

## EY Bulgaria

This Privacy Statement is intended to describe the practices EY in Bulgaria follows in relation to processing personal data of job applicants.

### **Who is the data controller?**

The data controller for your personal information is the EY member firm in Bulgaria which is responsible for the advertised position and to whom you address your application. This is either Ernst & Young Bulgaria EOOD, Ernst & Young Audit OOD, Ernst & Young denksatt EOOD, EY Regional Services EOOD or Ernst & Young Law Partnership.

### **Expressing interest in working for EY**

We process your personal information when you submit your CV and other documents directly to one of our recruiters, to the EY careers website, to an EY employee who is then referring your CV to the EY recruitment team or otherwise apply for a job in EY through a third party (such as a recruitment agency).

The provision of your personal information is optional at any time. You can ask us to delete your personal information from our systems and we will comply with your request without undue delay, unless we have a legal or regulatory obligation to keep your data. You can manage independently your profile in our recruitment systems, which includes your ability to delete the profile altogether.

You have a responsibility to submit accurate information to us and keep it up to date.

# What information we process about job candidates



**Profile information:** Basic candidate profile information including First name, Last name, basic contact information, and resume/CV, work experience, languages spoken, geographic preferences.



**Application information:** Information required to consider the candidate an applicant for a specific requisition including candidate profile information above plus interview information, assessment information, and offer details.

## Purpose and legal basis for processing

We process your personal information for the following purposes and based on the following legal ground:

Purpose	Legal ground
Getting in contact with you and performing requisitions for job vacancies	When we get in touch with you directly or through a recruitment agency, we process your personal data based on our legitimate interest to identify and recruit talents and to perform requisitions for job vacancies. When we are contacting you, we are led by the principle of full confidentiality and we use your personal data, prioritizing your rights for privacy.
Assess your suitability for a role you applied for, sending you a job offer and negotiating a contract with you	The legal basis we rely on for processing your personal data in the context of the role you applied for is your consent, expressed with a clear affirmative action by sending to us your CV and other personal information to be assessed in the recruitment process EY is carrying.  At a later stage of the recruitment process (sending a job offer) we process your personal data because it is necessary to take certain steps (in relation to your job application) before entering into a contract.
Contact you for future potential roles that might be of interest to you.	The legal basis we rely on for processing your personal data in the context of future roles that might be of interest to you is your consent. If you wish us to consider you for future vacancies, send us an email to <a href="mailto:talent@bg.ey.com">talent@bg.ey.com</a> .

We do not intentionally process any sensitive data about you. However, if as part of the information you sent to us when applying for a job, you send to us any sensitive data (such as health, religious or ethnicity information), we will either delete it (if we do not need it) or if it is relevant for the recruitment - the legal basis we rely on to process that sensitive data is our legal obligations related to the employment and the safeguarding of your fundamental rights.

## Who can access your information?

The following groups of individuals have varying access to the EY recruitment system:

- ▶ EY Employees, Partners, and Contractors
- ▶ EY Hiring Managers
- ▶ Recruiters
- ▶ System Support and Reporting
- ▶ Candidates / Applicants

User group	Purpose	Access
EY Employees, Partners, and Contractors	May refer other individuals for jobs. May apply as candidate for positions. May serve as ad hoc approvers.	Have write access with the ability to (i) create a job requisition to be approved (ii) apply to EY positions as internal candidates, (iii) add referrals and (iv) approve requisitions that are sent to them for approval by Talent.
EY Hiring Managers	The individuals from the business that will ultimately manage the role and will make hiring decision.	Have access to see job requisition, review applicants and approve offers for the job requisitions that they are listed as hiring manager on.
Recruiters	The individuals responsible for managing the overall sourcing, recruiting, selection and hiring process.	Have access to job requisition, candidates, applicants and offer information for the jobs they are recruiting for.  All recruiters in EY have access to personal information for all candidates in the system, the vacancies for which these candidates have applied, the status of the requisition and the recruitment decision made on the application.

User group	Purpose	Access
System Support	Granted to a limited number of individuals at EY and EY external Support Providers to oversee and manage the system.	Have overall access to system data and functionality required for system support.
Reporting	Providing reporting support. To create and manage reports across all data.	Have read only access required for report creation and permission to create and run reports.
Candidates / Applicants	To allow individuals to express interest in EY and apply for any open jobs.	Have access to their own personal data. Has access to create, edit and delete data on their candidate profile. Has access to apply for any posted EY jobs.

## Transfer of personal information

The access rights detailed above involve transferring personal data in various jurisdictions (including jurisdictions outside the European Union) in which EY operates (EY office locations are listed at [here](#)). Transfers of personal data within the EY network are governed by [EY Binding Corporate Rules](#). The transfer of personal data from our recruitment system to external Support Providers for system support purposes (as mentioned above), are governed by agreements which include the standard contractual clauses adopted by the European Commission.

To the extent that personal data has been rendered anonymous in such a way that you or your device are no longer reasonably identifiable, such information will be treated as non-personal data and the terms of this Privacy Notice will not apply.

## Data retention

We will retain your profile information for a period of 18 months since the profile creation.

We will retain personal data that relates to a specific application for a period of six months following the notification that has been sent to you on the outcome of the recruiting process.

If you have expressed interest to be considered for future jobs at EY, we will retain your data until you have secured a position with EY. However, please note that your data will not be kept for more than 36 months after the last contact with you.

Within the EY recruitment system, you have the capability to administer your profile where you're able to remove specific details and attachments or opt to erase your profile entirely.

## Referees

If you provide to us any information in relation to third parties or referees, you are responsible for obtaining their consent for sending to EY their information and ensuring they are aware that their details will be used by EY for the purposes of assessing your job application with us.

## Security

EY protects the confidentiality and security of information it obtains in the recruitment process. Access to such information is limited, and policies and procedures are in place that are designed to safeguard the information from loss, misuse and improper disclosure. Additional information regarding our approach to data protection and information security is available in our [Protecting your data brochure](#).

All EY personnel and any third parties with which EY engages to process your personal information are obliged to respect the confidentiality of your information.

## Contact us, requests or complaints

If you have any questions, wish to exercise a right, make a comment or raise a concern, please contact us at: Sofia, Bulgaria, Polygraphia Office Center, floor 4, 47A, Tsarigradsko Shose Blvd., phone number: 00359 81 77 100, email: [dpo@bg.ey.com](mailto:dpo@bg.ey.com).

Additionally, you can contact the EY recruiter directly by email ([talent@ey.bg.com](mailto:talent@ey.bg.com)) or by telephone.

If you are not satisfied with how EY resolved your issue, you have the right to complain to the Bulgarian Data Protection Commission. You can also refer the matter to a court of competent jurisdiction.

Additional information on how we process personal data can be found on [www.ey.com/privacy](http://www.ey.com/privacy).

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