



## LINKgroup HR Privacy Notice

LINKgroup is altering the world via education. To achieve this, we utilize data in a variety of ways to build and sustain a team of extraordinary individuals such as yourself. However, your privacy and the security of your personal information are and always will be of the utmost importance to us. Therefore, we wish to explain how and why we collect, save, disclose, and otherwise process your personal information.

By submitting your application, you confirm that you have read and comprehended the LINKgroup HR Privacy Notice and consent to the collection, processing, use, and internal transfer of your personal data as outlined in this notice.

### 1. What personal data do we collect and process?

When you apply for one of our vacancies, personal data may be collected and processed by LINKgroup Ltd. and by LINKgroup Romania and LINKgroup USA that are outside the Republic of Serbia, and their respective affiliates (Primary School Savremena, Savremena Gimnazija, International School, Information Technology High School – ITHS, Allison Academy, Information Technology School – ITS, Faculty of Contemporary Arts, Institute for Contemporary Education, SoftLINK, eduTV, LINK eSports, LG education services, and LG North America (collectively “LINKgroup”).

Personal data refers to any recorded information about you that identifies you or could reasonably be used to identify you, including the following categories:

Categories	Examples
Contact information	Name, mailing address, email address, and telephone number.
Information about Education and Trainings	Schools attended, degrees and certifications earned, scholastic performance, and extracurricular activity.
Government Identification Data	National identification number, driver's licence, identification card, passport, and visa information, as authorized or needed by law.
Individual Characteristics	Date of birth, age, nationality, residency and work permit information, marital status, gender, language(s) spoken, disability status or other health-related accommodations, photo, and interests.
Information Regarding Human Resources	Your job application form and other application details, cover letters, LINKgroup is altering the world via education. To achieve this, we utilize data in a variety of ways to build and sustain a team of extraordinary individuals such as yourself. However, your privacy and the security of your personal information are and always will be of the utmost importance to us. Therefore, we wish to explain how and why we collect, save, disclose, and otherwise process your personal information.

Note: Subject to applicable local law and for certain limited roles, LINKgroup may also receive information such as your education and work experience, contact information, and demographic information from third-party data providers who have the authority to provide us with such information

## 2. Why do we use your personal information?

Any personal information you provide to LINKgroup will be used to process your application for the specific position you have applied for and will be used to process your application for other current and future open positions within LINKgroup that may be suitable for you if you choose to be considered for additional roles.

LINKgroup processes your personal information when there is a legal basis to do so, such as:

- It is required to process your employment application and engage in an employment contract.
- When you authorized the processing.
- The processing is mandated by law (e.g., for tax or social security compliance).
- Security rules and other legal requirements.
- When we have a legitimate interest in using your personal information, such as to create a safe workplace or safeguard LINKgroup against theft or fraud.

Consequently, we may use your personal information for the following purposes:

- Candidate identification, communication, and interview scheduling.
- Assessing applications and verifying references.
- Permitting LINKgroup workers to refer applicants and allowing them to follow the status of filed referrals.
- Doing background checks and verification of former employment and education according to applicable law.
- Enhancing recruitment practices.
- Protecting the legal interests of LINKgroup to the extent permitted or authorized by law.

## 3. Transfer of personal information

LINKgroup is a worldwide enterprise, therefore we recruit globally and for the entire group. By submitting your personal information online for one LINKgroup affiliation, you consent to the transfer of your information to other LINKgroup affiliates in the Republic of Serbia or in other countries other than your country of residence or the country in which the information was originally acquired.

## 4. Protection of your personal information

LINKgroup uses security measures to protect your personal data from loss, misuse and unauthorized access, disclosure, alteration and destruction. The security measures are implemented and maintained in accordance with evolving legal, organizational, and technological standards.

## 5. Utilization of external service providers

LINKgroup may utilize third-party service providers with whom it has contractual relationships as part of its routine business operations to do some human resources-related or IT-related tasks (e.g., hosting services). LINKgroup will carefully select these third-party service providers, ensure that these third-party service providers implement adequate technical and organizational security measures to protect your personal data, and instruct these third-party service providers to use your personal data only as directed by LINKgroup and for no other purposes. By submitting your personal data online, you agree that

the aforementioned persons can process your data to the extent necessary and under the aforementioned conditions.

## 6. Data retention and destruction

LINKgroup will retain personal information for as long as necessary to comply with our legal obligations, to resolve disputes and to enforce our contractual agreements, or as needed for our legitimate interests, such as considering you for other current and future employment opportunities at LINKgroup. In addition, if your application for a job at LINKgroup is successful, we will keep the information you provided during the application process as part of your employee file.

## 7. Accuracy of personal information

By agreeing to the LINKgroup HR Privacy Notice, you acknowledge that all of the information you supply is correct and full.

## 8. Revocation

The data subject has the right to withdraw consent at any time. Consent withdrawal does not affect the admissibility of data processing that was carried out based on given consent before the withdrawal. Before giving consent, the data subject must be informed about the withdrawal right and its effect. Withdrawing consent must be as simple as giving consent.

We also inform you that you have the right to revoke the consent you have given by performing the specified clear affirmative action. The revocation of consent must be sent to the email address [hr@link.co.rs](mailto:hr@link.co.rs), with an unmistakable confirmation of the identity of the data subject. The consequence of the revocation of consent for data processing is deletion from the selection process. The person who gave and then revoked the consent must compensate LINKgroup for justified costs and damages, by the regulations governing liability for damages.

## 9. How to contact us with questions

You may have the right to access your personal data in some areas, to transfer, rectify, and update it. Please contact [hr@link.co.rs](mailto:hr@link.co.rs) if you wish to exercise this right, withdraw your permission, or if you have any other questions regarding this Notice. The withdrawal of your consent could prevent LINKgroup from processing your application for current and future employment possibilities. Please note that withdrawal will not affect the legality of the data processing that occurred prior to your withdrawal.

You may also file a complaint with the relevant authority responsible for data privacy in your country of residence, place of employment, or the location where the alleged data protection breach happened.