

## CV PRIVACY POLICY

Please, read this privacy policy thoroughly. In it you will find important information about the way your personal data is processed and your rights in this respect as recognised by the legislation currently in force. Should you have any doubts or queries, or require any clarification with respect to our Privacy Policy or your rights, you may contact us using any of the channels indicated below. You declare that the data you provide us with, now or in the future, is correct and true, and you undertake to inform us of any changes in this data. Should you be providing us with the data of third parties, you undertake to obtain the full prior consent of those concerned, and to inform them of the contents of this policy.

### Who is in charge of processing your personal data?

Controller: HOTEL TORRE DEL MAR, S.A.

Postal address: Calle Carles Román Ferrer S/N, C.P. 07800 Playa D'en Bossa- Ibiza

Tel. no: (+34) 971 30 30 50 Fax: +34) 971 30 40 60

Email address: [rrhh@hoteltorredelmar.com](mailto:rrhh@hoteltorredelmar.com)

**What do we process your data for?** Your data will be processed for the management and supervision of our staff selection procedures.

**How did we obtain your data?** We have been provided with your Curriculum Vitae, either directly by you yourself, or by the employment website through which you applied to take part in our selection procedures.

**How long will we keep your data?** We will keep your CV for up to one year from the date of its latest update, so that you will have to submit a new up-to-date CV if you wish to continue to take part in our selection procedures. Nevertheless, we shall store your data for the times laid down in the relevant statutory provisions, and for the time required to respond to any possible liability claims arising from the processing.

**Who do we pass on your data to?** We shall not pass your data to third parties, except under legal obligation or with your prior consent.

**Legal basis for the data processing.** The legal basis for the processing of your personal data is your own wish to take part in our personnel selection procedures and our legitimate interest in managing these.

**What are your rights?** You have the right to seek confirmation as to whether your personal data is being processed or not, and if so, access it.

Likewise, you may request that the data be rectified if it is inaccurate, or completed if it is incomplete. You may also ask for the data to be erased, when among other reasons, the data is no longer required for the purposes it was originally collected for.

In certain circumstances, you may request the restriction of the processing of your personal data. In such a case, we will only process the data affected for the establishment, the exercise, or the defence of legal claims or in the interests of protecting the rights of other people.

Under certain circumstances, and for reasons related to your particular situation, you may also object to the processing of your data. In this case, we shall cease to process the data, unless there are compelling legitimate grounds that prevail over your interests, rights, or liberties, or for the establishment, exercise or defence of legal claims.

You may withdraw the consent you had given for certain purposes, without this affecting the legality of the processing based on consent given prior to its withdrawal, and file a claim with the Spanish Data Protection Agency. You are also informed that the European General Data Protection Regulation (GDPR) also recognises your right to the portability of your data.

To exercise your rights, you have to send us a request to this effect, by post or by email, together with a copy of your official, national identity card, passport, or other valid document that identifies you. This request should be sent to one of the addresses given in section one: "**Who controls the processing of your personal data?**"

For more information about your rights and how to exercise them, please see the website of the Spanish Data Protection Agency at <https://www.aepd.es/reglamento/derechos/index.html>.

### Read and agreed

Place: \_\_\_\_\_, date \_\_\_\_\_ . Signature:

First name(s), surname, and ID card or passport no.: