



## AHI Carrier Europe Recruitment Privacy Notice

AHI Carrier South Eastern Europe Air Conditioning Single Member S.A., and its offices (AHI Carrier HVAC Bulgaria EOOD, AHI Carrier Romania SRL, AHI Carrier GmbH, AHI Carrier CZ s.r.o.), ("AHI CSEE", "us", "we"), is committed to respecting your privacy and to protecting your personal information. AHI CSEE in their capacity as data controllers, may process your personal data, which is any information that is capable of identifying you as an individual person. We have therefore created this Recruitment Privacy Notice to describe to you how we handle and protect your personal data in connection with AHI CSEE's recruiting process.

This Recruitment Privacy Notice only applies to the personal data of job applicants, potential candidates for employment, and our recruiting programs and events. It does not apply to our employees, contractors or clients, or other personal data that AHI CSEE collects for other purposes.

Personal information you submit through your CV by any means (all and any corporate email, recruiting firms or any other alternative channel), will be collected by AHI CSEE and may be shared with personnel of any of our offices, our headquarters based out of Europe or any Carrier entity worldwide. This Policy is governed by European law.

We will process your personal data in accordance with this Privacy Notice, unless such processing conflicts with the requirements of applicable law, in which case, applicable law will prevail.

By submitting your personal data to us, you acknowledge that:

- You have read and understood this Recruitment Privacy Notice and agree to the use of your personal data as set out herein.
- Your personal data may be transferred and processed worldwide, including countries that may not be deemed to provide the same level of data protection as your home country, for the purposes and in the manner specified in this Recruitment Privacy Notice.
- You are not required to provide any requested information to us, but failing to do so may result in not being able to continue your candidacy for the job for which you have applied.
- All of your representations are true and correct to the best of your knowledge and belief, and you have not knowingly omitted any related information of an adverse nature. Providing any inaccurate information may make you ineligible for employment.
- This Recruitment Privacy Notice does not form part of any contract of employment offered to candidates hired by AHI CSEE.

### Personal data we collect

The types of personal data that we request from you and the ways that we process it are determined by the requirements of the country in which the position is located, and not the country in which you reside.



We usually collect personal data directly from you when you apply for a role with us, such as your name, address, contact information, work and educational history including compensation & benefits, achievements, test results, employment preferences, willingness to relocate, desired salary and information relating to references. We also may collect personal data about you from third parties, such as professional recruiting firms, your references, prior employers, AHI CSEE employees with whom you have interviewed, and employment background check providers, to the extent this is permitted by applicable law.

Sensitive personal data is a subset of personal data and includes ethnicity, health, trade union membership, philosophical beliefs, sexual orientation, as well as other categories as prescribed by law. We do not seek to obtain and will not collect such data about a candidate unless permitted to do so by applicable laws.

If you intend to provide us with details of a reference or any other third party as part of your CV/ résumé, it is your responsibility to obtain consent from that third party prior to passing their personal information to us.

You are responsible for the content of the information you provide to us either directly or indirectly through an agent and you must ensure it is legal, honest, truthful, accurate and not misleading in any way. You must ensure that the information provided by you does not contain material that is obscene, blasphemous, defamatory, infringing on any rights of any third party, or otherwise legally actionable by such third party.

## **Use of your personal data**

We collect and use your personal data for legitimate human resources and business management reasons including:

- identifying and evaluating candidates for potential employment, as well as for future roles that may become available;
- recordkeeping in relation to recruiting and hiring;
- ensuring compliance with legal requirements, including diversity and inclusion requirements and practices;
- conducting reference checks, background checks and criminal history checks as permitted by applicable law;
- protecting our legal rights to the extent authorised or permitted by law; or
- emergency situations where the health or safety of one or more individuals may be endangered.

## **Data recipients and international data transfers**

Your personal data may be accessed by recruiters and interviewers working in the country where the position for which you are applying is based, as well as by recruiters and interviewers working in different countries within the AHI Carrier global organisation.

In addition, we may disclose or transfer your personal data in the event of a re-organisation, merger, sale, joint venture, assignment, or other transfer or disposition of all or any portion of our business.



## Data retention

If we do not employ you, we may nevertheless continue to retain and use your personal data for up to 48 months, to consider you for potential future roles and to perform recruiting statistics or research. If you would prefer that we not retain your information for such purposes, please let us know by contacting us as indicated below.

We may delete your personal information at any time (including your CV/résumé), without any reason. Therefore, you should retain your own copy of the personal information provided to us and re-apply for any job vacancy

## Security

We have implemented generally accepted standards of technical and operational security to protect personal data from loss, misuse, alteration, or destruction. Only authorised personnel of AHI CSEE are provided access to personal data, and these employees are required to treat this information as confidential. Despite these precautions, we cannot guarantee that unauthorised persons will not obtain access to your personal data.

## Your rights

We take reasonable steps that are designed to keep your personal data accurate, complete, and up-to-date for the purposes for which it is collected and used.

You may have the right to request access to the personal data that we have collected about you for the purposes of reviewing, modifying, or requesting deletion of the data. You may have the right to request a copy of the personal data we have collected about you and to have any inaccuracies about you corrected. You may also request that we cease processing your personal data, although note that we may need to retain certain personal data where required or permitted to under applicable law.

If you would like to make a request to access, review, or correct the personal data we have collected about you, or to discuss how we process your personal data, please contact us at [data.privacy@ahi-carrier.eu](mailto:data.privacy@ahi-carrier.eu).

To help protect your privacy and security, we will take reasonable steps to verify your identity before granting you access to your personal data. We will make reasonable attempts to promptly investigate, comply with, or otherwise respond to your requests as may be required by applicable law. Depending upon the circumstances and the request, we may not be permitted to provide access to personal data or otherwise fully comply with your request; for example, where producing your information may reveal the identity of someone else. We reserve the right to charge an appropriate fee for complying with your request where allowed by applicable law, and/or to deny your requests where, in the Firm's discretion, they may be unfounded, excessive, or otherwise unacceptable under applicable law.

In addition, and where granted by applicable law, you may have the right to lodge a complaint with a competent data protection authority.

We do not make recruiting or hiring decisions based solely on automated decision-making.



## **No Offer of Employment**

This Policy does not constitute an offer or promise of employment with respect to any employment position. AHI CSEE may eliminate, modify or change without notice any aspect(s) of the employment positions, compensation, and benefit plans described within a job vacancy. Job vacancies provide descriptions of possible roles within AHI CSEE, which should not be interpreted as binding offers, terms or conditions of employment. Any employment offer that may follow as a result of the identification of a potential opportunity by a candidate, or submission of information to AHI CSEE, is in accordance with the specific terms of that offer, and not based in any way upon the description of the opportunity on the job vacancy.

## **Diversity and Equal Opportunity**

AHI CSEE is an equal opportunity employer, which means we offer equal treatment to all applicants. AHI CSEE prohibits discrimination, directly or indirectly, on the basis of race, gender, color, national origin, religion, marital status, age, disability, sexual orientation, gender identity and / or expression, genetic information, veteran status or any other classification protected by applicable law in any area of recruitment.

To the extent the personally identifiable information you provide contains details of your: racial or ethnic origin; political opinions or beliefs; religious beliefs; membership in a trade union or political party; physical or mental health or condition; sexual orientation; commission (or alleged commission) of an offense or related proceedings; job evaluations or educational records, you expressly authorise AHI CSEE to handle such details for the purposes of your job application.

## **Law Applicable to Job Application**

You may apply for jobs based in countries (or territories) other than the country where you are resident or from which you make your application. Job opportunities will be governed by the laws of the country where the job is located. By applying for a job through AHI CSEE or any of its offices, you accept that (i) the laws of the country where the job is located will have exclusive jurisdiction over any disputes arising from your application; (ii) the laws of the country where the job is located shall apply to your application; and (iii) AHI CSEE, including the local AHI Carrier office in the country you submitted your application from, is not responsible or liable for the prerequisites or limitations your application is subject to under the laws of the country where the job is located.



## **CONTACT**

Please feel free to ask us questions concerning our jobs database and this Policy. Questions and requests related to your personal information may be directed to the postal address listed below or contact through email and we will respond to such requests in accordance with applicable law.

AHI Carrier S.E. Europe Air Conditioning Single Member S.A.

HR Manager & Privacy Professional

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[data.privacy@ahi-carrier.eu](mailto:data.privacy@ahi-carrier.eu)

**AHI CSEE reserves the right to modify this Privacy Notice. We will post any changes do our Privacy Notice on this page. Please check this page regularly to keep up-to-date.**