



Data Processing Notice

We have reviewed our activities in relation to the processing of personal data against the mandatory and applicable rules set out in the European Union's General Data Protection Regulation (GDPR) and are committed to complying with the requirements set out therein and in applicable domestic legislation.

Data Controller's data, contact details

Website operator (hereinafter referred to as the "Data Controller"):	HOME SELECT LTD.
How to contact us:	
Our postal address:	24300 Bačka Topola, MARŠALA TITA 111
Our e-mail address:	office@homeselect.rs
Our phone number:	+38163540702

Principles of data management

We are committed to protecting the personal data of our visitors, our customers and all data subjects, and we attach the utmost importance to respecting their right to information privacy.

We keep personal data confidential and take all security, technical and organisational measures to ensure the security of personal data.

If you have any questions that are not clear from this privacy notice, please contact us at the contact details above. We will endeavour to respond to you as quickly as possible, however, if your question takes longer to answer properly, we will undertake to respond within a maximum of 15 days.

You can request information about the processing of your personal data at any time, either in writing (by e-mail or letter sent to our postal address) or verbally (by telephone). Please note that when you contact us by telephone, if you have a justified need for data processing (e.g. you request the erasure of your data), we will need to identify you in order to verify whether you are entitled to the request before we can comply with it. If identification is not possible, we may only provide general information about the processing. For this reason, we recommend that you make your question or request in writing, if possible.

Legislation applied

We undertake to process your personal data in accordance with the legal provisions in force at the time, in particular those listed below:

- [Regulation \(EU\) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free](#)

[movement of such data, and repealing Regulation \(EC\) No 95/46/EC](#) (General Data Protection Regulation), also known as GDPR;

- [Act CXII of 2011 \(Infotv.\) on the Right to Informational Self-Determination and Freedom of Information](#).

Complaints handling and further redress

We do our best to ensure that personal data is processed in accordance with the law. If you feel that we have not complied with this or if you have any questions in this regard, please let us know using the contact details above.

In the event of a breach of your rights to the protection of your personal data, you may seek further remedy - if the Data Controller fails to remedy the breach despite your notification - from the [National Authority for Data Protection and Freedom of Information](#) at the following contact details:

Official name:	National Authority for Data Protection and Freedom of Information (NAIH)
Postal address:	1363 Budapest, Pf. 9.
Phone number:	+3613911400
E-mail:	ugyfelszolgalat@naih.hu
Website:	www.naih.hu

You can also go to court to protect your personal data, in which case the court will act out of turn. You can bring your action before the court having jurisdiction for the place where you live (permanent address) or where you are staying (temporary address), as you choose.

Data processed on the website

The public content of our website can be viewed by anyone - without providing any personal information - and is not subject to registration or login. However, our careers portal and the services provided through it are available after registration and login.

In connection with your visit to and use of this website, we process the data listed below for the purposes and for the period of time set out in this notice and to ensure the exercise of your rights to data processing as follows:

Cookie management

What is a cookie?

A cookie is a text file placed on the device (computer, smartphone) you use to access the internet when you open and use our website, which typically contains information about the connection between the web server and your device or the functioning of the website (for example, a so-called session identifier, which is a unique string of letters, numbers and other characters; the time you accessed the website, the time you visited it, etc.), the contents of which are occasionally read back from our website by the web server while you are browsing our website or when you visit it again later.

The content of the cookie enables the website (server) to improve the user experience and implement the services provided on the website. For example, when you shop in an online store, it is usually through the use of such cookies that the store is able to distinguish and manage ongoing purchases (e.g.: the current contents of your shopping cart). If you lose your internet connection while shopping, the website knows which products you have added to your shopping cart, which products you were looking for,

based on the cookies you have previously saved, and if you are reconnected, it can continue shopping where you left off.

Purpose of data processing

To identify and distinguish between the sessions of users who visit our website, to store the data provided during those sessions and to prevent data loss.

Scope of the data processed

The cookies we use on our website are so-called functional cookies that support the operation of the website and contain information that can be interpreted by the website's program code, but are not used to identify the visitor to the website.

The information stored in the functional cookies is not transferred to third parties.

Duration of processing

One of the functional cookies (PHPSESSID) used on our website, the so-called session cookie, expires as soon as you leave or close our site. The other functional cookie (cookieconsent_status) on our Careers Portal subpage, which contains the cookie's acceptance and preferences, is valid for 1 year.

Enforcement

Most internet browsers automatically allow the use of cookies. However, you can change this setting at any time and you can also disable or delete cookies. You can access, read and view the content of the cookies stored on your device at any time.

You can manage cookies, disable or delete them in the settings of your internet browser, typically in a submenu called security, privacy or data protection settings, under the name cookie.

For more information on how to manage cookies, please refer to the help section of your browser or click on the program name in [Internet Explorer](#), [Chrome](#), [Mozilla Firefox](#), [Edge](#).

Cookies used by Google

You can also register with your Google or Facebook account on our Careers Portal subpage. Google uses cookies to identify the user in the process. Please see the next section of the prospectus for more information on Facebook's privacy practices.

Purpose of data processing

Provide the option to register with a Google Account.

Scope of the data processed

Google cookies contain information that can be interpreted by the service (unique strings of letters, numbers and other characters). For more detailed information on how Google processes your data, please click here:

<https://policies.google.com/privacy/update?hl=hu&gl=hu>

Duration of processing

The validity of the cookies used by the Google service varies. For detailed information on the validity of Google cookies, please see the link above.

Enforcement

You can opt out of the use of cookies by Google, including all other cookies. You can access, view, review and delete the content of the cookies stored on your device at any time.

You can manage cookies, disable or delete them in the settings of your internet browser, typically in a submenu called security, privacy or data protection settings, under the name cookie.

For more information on how to manage cookies, please refer to the help section of your browser or click on the program name in [Internet Explorer](#), [Chrome](#), [Mozilla Firefox](#), [Edge](#).

Cookies used by social media services

From our website, users with a social media account can go to our Facebook, Instagram and LinkedIn social media platforms.

Facebook also uses cookies, called tracking cookies, to perform actions initiated by the user.

You can find more information about Facebook's privacy practices and the use of cookies here:

<https://www.facebook.com/about/privacy>

<https://www.facebook.com/policies/cookies/>

Purpose of data processing

Providing social media services to visitors to the website.

Scope of the data processed

The cookies used by Facebook contain information (unique strings of letters, numbers and other characters) that can be interpreted by the service.

Duration of processing

The validity of the cookies used by Facebook to perform user-initiated activities generally expires as soon as you leave the website or close our site in your browser, and you can find more detailed information on the validity of individual cookies in the above information published by the service provider.

Enforcement

You can also disable the use of cookies used by Facebook, together with all other cookies. You can access, view, view and delete the content of cookies stored on your device at any time.

You can manage cookies, disable or delete them in the settings of your internet browser, typically in a submenu called security, privacy or data protection settings, under the name cookie.

For more information on how to manage cookies, please refer to the help section of your browser or click on the program name in [Internet Explorer](#), [Chrome](#), [Mozilla Firefox](#), [Edge](#).

Images and videos displayed on the website

On our website, we regularly report on current news and events concerning our company and services, and occasionally publish photos and videos.

We take special care to ensure that the content of images and videos published on our website does not infringe the privacy rights or legitimate interests of others, and that we have permission and authorisation for their lawful use in all cases.

Purpose of data processing

To inform visitors to the website.

Legal basis for processing

Data processing is based on voluntary consent in accordance with the EU General Data Protection Regulation (GDPR) and Act CXII of 2011 on the Right to Informational Self-Determination and Freedom of Information (Infotv.).

Scope of the data processed

Images of identifiable, recognizable natural persons in the images.

Duration of processing

Until the data subject's consent is withdrawn or the content is removed from our website.

Enforcement

You can request information about the processing of your data at any time by contacting us at the contact details above. You can also request the deletion of your data, and we will remove any recordings in which you can be identified or recognised from our website.

Who can access the data?

The information disclosed on our website can be accessed and viewed by anyone who visits the site.

Data processed during enquiry, contact

You can contact us using any of the contact details on our website. The personal information you provide when contacting us will be used only to contact you and will not be passed on to third parties.

Purpose of data processing

Informing interested parties, completing the request for proposal.

Legal basis for processing

In case of interest or request for information, data processing is based on voluntary consent in accordance with the EU General Data Protection Regulation (GDPR) and Act CXII of 2011 on the Right of Informational Self-Determination and Freedom of Information (Infotv.).

Scope of the data processed

When you contact us, we will process the following data that you provide voluntarily:

- name,
- e-mail address,
- phone number,
- address (postal address).

Duration of processing

We process your personal data for different periods of time depending on the nature of the contact.

We will not retain it after the necessary information has been provided, unless a legitimate claim can be made for the purpose of the ad hoc contact (e.g. to fulfil a request for proposal), in which case we may retain it for a maximum of 5 years for verification purposes.

Enforcement

You can request information about the processing of your data at any time by contacting us at the above contact details.

You can also request that your data be corrected at any time if you find that, for example, you have provided it incorrectly or it has been incorrectly or incompletely recorded.

You may also request the deletion of your data, and if there is no legal obstacle, we will comply with your request without delay (otherwise we will inform you of the reasons for refusing to delete your data).

Who can access the data?

Only our employees are authorised to access the data you provide.

Personal data processed during registration

You can use the services of the Career Portal after registering on our website. Registration is voluntary. Our customers can be both private and legal persons (companies, businesses), however, the company contact data may also contain information that can be used to identify a natural person (e.g. name in the prefix of the e-mail address), which is considered personal data, therefore we also ensure the security and legality of data processing in this case.

Purpose of data processing

Providing the service on the website, maintaining contact.

Legal basis for processing

The processing of the data provided during registration is based on voluntary consent in accordance with the EU General Data Protection Regulation (GDPR) and Act CXII of 2011 on the Right of Informational Self-Determination and Freedom of Information (Infotv.).

Scope of the data processed

To identify the registered user and to contact him/her, the following data are required:

- surname,
- first name,
- e-mail address,
- phone number,
- password.

Duration of processing

We process the data of the registered user until his/her consent is withdrawn (request for deletion).

Enforcement

You can contact us at any time to request information about the processing of your data.

You can also request that your data be corrected at any time if you find that, for example, you have provided it incorrectly or it has been incorrectly or incompletely recorded.

You may also request in writing, at any time, through the contact details provided, that your personal data be restricted (blocked), for as long as the reason you have given requires the blocking or storage of the data.

You can also request the deletion of your registered data, and if there is no legal obstacle, we will comply with your request without delay (otherwise we will inform you of the reasons for refusing to delete your data).

Data transmission:

The personal information you provide during registration will not be passed on to third parties.

Who can access the data?

The information you provide is only available to our authorised staff.

Jobseeker profile data

We try to offer suitable job opportunities as soon as possible to jobseekers registered on the Careers Portal. You can apply for our open offers through the portal. By providing your profile details, you can make it easier to apply successfully, as we can tailor a job offer to your skills and experience.

Purpose of data processing

To help users registered on the Career Portal to find a job, to introduce them to the employers (contractors) offering job applications, to operate the recruitment service.

Legal basis for processing

The processing is based on your voluntary consent in accordance with the EU General Data Protection Regulation (GDPR, Article 6.1. a) and Act CXII of 2011 on Informational Self-Determination and Freedom of Information (Infotv.).

Scope of the data processed

- name,
- date of birth,
- permanent address,
- place of residence (temporary address),
- phone number,
- language(s) spoken,
- details of studies (qualifications),
- work experience (previous jobs, positions held, titles held),
- professional curriculum vitae.

Duration of processing

The personal data you provide in your jobseeker profile will be processed until your voluntary consent is withdrawn (erasure).

Enforcement

You can contact us at any time to request information about the processing of your data.

You can delete, modify or correct the data you have provided at any time by logging in to the Career Portal if you find that, for example, you have provided incorrect or incomplete data. You can also delete your jobseeker profile [here](#).

You may request in writing, at any time, through the contact details provided, that your personal data be restricted (blocked), for as long as the reason you have given requires the blocking or storage of the data.

Data transmission:

We will pass on the personal data you provide to our contracted partner (our client) who offers you a job opportunity in the case of recruitment or hiring.

Who can access the data?

The data you provide will only be disclosed to our authorised staff and, in the case of recruitment or temporary agency services, to the employees of our contracted partner (our client) offering the job.

Security of data processing

To ensure the security of the personal data we process, we take all technical and organisational measures necessary to protect the data against accidental deletion (destruction), unauthorised use or alteration. Access to the data processed in our IT systems is restricted to our employees using an authorisation system.

We ensure that the data processed cannot be accessed, disclosed, transmitted, modified or deleted by unauthorised persons.

Transmission of data

We will not disclose your personal data to third parties who are not entitled to know it, and we will only disclose it to third parties if you have given your prior consent. An exception to this may be if the transfer of the data is required by law, for example in the case of an investigation by a public authority, where we are obliged to provide the data necessary for the purpose of the investigation in response to a formal request by the competent authority (e.g. police, prosecutor's office, court, etc.). Your specific consent is not required, as this is our statutory task.

Review and availability of the Privacy Notice

We reserve the right to revise this notice and to amend it as necessary, which may be justified by changes in applicable law or changes in our data processing activities or the technology used to process them. If the amendment also affects your personal data processed on the basis of your voluntary consent, we will inform you immediately and suspend further processing of your personal data until you consent to this again.

The current version of the Privacy Policy is always available [here](#), publicly posted on the website.