

ADM's principles governing the processing of personal data when recruiting personnel

In order to find a corresponding role in ADM that matches your strengths, and to be able to sign a work or traineeship contract, we need to process your personal data. We respect and protect the privacy of applicants, and the following terms and conditions will provide you with information on how we process your personal data during the recruitment process and how you can exercise your rights.

Who is responsible for processing your personal data?

ADM Interactive OÜ is the controller of your personal data during the recruitment process. Contact details for ADM are available on the ADM website (<https://www.adm.ee/kontakt>).

ADM also uses a service provider (the company providing the recruitment information system service) to process data during the recruitment process. If processing has been subcontracted to a service provider, the service provider may use your personal data in accordance with the instructions provided by ADM.

From which sources do we obtain your personal data?

ADM obtains your personal information primarily from you; however, in certain cases, we may also collect personal information from external sources. These sources include public Internet sources, public law registers (Business Register, Criminal Records Database), private registers (Creditinfo Eesti AS), and your former employers. Using public law registers and private registers, we are able to make queries about the candidate who was selected. These queries are made within the framework of a background check, of which the successful candidate will be informed in advance.

We will only contact your former employers if your application is successful. We assume that the references and former employers listed in the application documents have agreed to be contacted by ADM for the purpose of obtaining information.

To find a role in ADM that matches your strengths, we ask that, in the event of a successful candidacy, you complete the Gallup CliftonStrengths Assessment, the results of which will be communicated to ADM by an external coach.

If you apply for a job with us through a job portal, the information you provided will be sent to us through the relevant job portal.

What personal data do we process, for what purposes and on what legal basis?

ADM processes personal data in the recruitment process on the basis of your consent and its legitimate interest.

ADM processes personal data on the basis of consent for the following purposes:

- Carrying out the recruitment process (communication with candidates)

When conducting the recruitment process, ADM will process all data that directly identifies you (e.g. name, contact details).

- Assessment of suitability for the position

To assess the candidate's suitability for the job, ADM processes all recruitment data (e.g. CV, motivation letter, names and contact details of references, Gallup CliftonStrengths Assessment results, and information provided at the interview).

- Consideration of past candidates for future recruitment

We will process your name, contact details, CV, motivation letter and the Gallup CliftonStrengths Assessment, if completed.

ADM processes personal data on the basis of its legitimate interest for the following purposes:

- Carrying out a background check

A background check is carried out by processing the data displayed in social media and in the Business Register, the name and contact details of the references and the recommendations/descriptions of the candidate received from the references.

How long do we keep your personal data?

ADM will keep your personal data for a maximum of two years starting from the end of the recruitment process. If you would like to receive offers for other vacancies during those two years, you will be asked for your consent in a format that can be reproduced in writing.

What are your rights and how can you exercise them?

You have the right to:

- be notified regarding whether ADM is processing your personal data and to access your personal data;
- request the correction of insufficient, incomplete or inaccurate personal data;
- object to the processing of your personal data by ADM on the basis of its legitimate interest;
- receive personal data that you have provided, which are being processed electronically on the basis of consent or for the performance of a contract; and, where practicable, the right to request the transfer of such data to a third party;
- restrict the processing of your personal data for one or more reasons;
- request the deletion of such personal data that ADM has no legal grounds to preserve;
- withdraw your consent to the processing of your personal data;
- lodge a complaint about the use of your personal data with the Data Protection Inspectorate www.aki.ee if you believe that the processing of your personal data infringes your rights and interests under applicable law.

If you have any questions about the processing of personal data, please contact: info@adm.ee.