

# Privacy Policy for BambooHR Integration at PM-International

*Effective Date: January 20th 2025*

PM-International („we“, „our“, or „us“) values the privacy of all individuals interacting with our BambooHR platform. This Privacy Policy outlines how we collect, use, store, and protect personal data submitted by job applicants („you“ or „applicant“) through the BambooHR platform for application management purposes.

## 1. DATA CONTROLLER

PM-International is the data controller responsible for the processing of personal data provided via the BambooHR platform. If you have any questions regarding this Privacy Policy, please contact us:

### **PM-International**

PM International AG, 15, Wäistrooss, L 5445 Schengen, Luxembourg

Email: [DPO@PM-International.com](mailto:DPO@PM-International.com)

+352 339 667 0

## 2. DATA COLLECTION

When you submit your application through the BambooHR platform, we collect and process the following types of personal data:

- Personal Identification Information: Name, address, phone number, email address, date of birth.
- Application Information: Resume/CV, cover letter, references, work experience, and education details.
- Additional Information: Any other data you voluntarily provide during the application process, such as portfolio links or responses to screening questions.

## 3. PURPOSE OF DATA PROCESSING

We use the personal data you provide for the following purposes:

- To process and evaluate your job application.
- To communicate with you regarding your application status.
- To manage recruitment processes, including scheduling interviews and conducting assessments.
- To comply with legal obligations related to employment and data protection laws.

## 4. LEGAL BASIS FOR PROCESSING

We process your personal data based on the following legal grounds:

- Consent: By submitting your application, you consent to the processing of your personal data for recruitment purposes.
- Legitimate Interests: We process data to evaluate and manage applications efficiently.
- Legal Obligations: To fulfill requirements under applicable labor and data protection laws.

## 5. DATA SHARING AND TRANSFERS

We may share your personal data with:

- Authorized Personnel: HR staff and hiring managers at PM-International.
- Third-Party Service Providers: Vendors supporting our recruitment processes (e.g., BambooHR).
- Legal Authorities: Where required by law or in response to valid legal requests.

We ensure that all third parties handling your data provide equivalent levels of data protection.

## 6. DATA RETENTION

Your personal data will be retained for the duration of the recruitment process and up to 6 months following its conclusion. If your application is successful, your data will be retained as part of your employee records in compliance with applicable laws. Unsuccessful applications will be securely deleted or anonymized after the retention period.

## 7. DATA SECURITY

We implement appropriate technical and organizational measures to protect your personal data from unauthorized access, loss, or misuse. This includes:

- Encrypted transmission of data.
- Access controls to limit data visibility to authorized personnel.
- Regular security assessments and updates.

## 8. YOUR RIGHTS

As a data subject, you have the following rights under applicable data protection laws:

- Access: Request access to your personal data.
- Rectification: Request corrections to inaccurate or incomplete data.
- Erasure: Request the deletion of your data, subject to legal retention requirements.
- Restriction: Request limitations on the processing of your data.
- Objection: Object to data processing based on legitimate interests.
- Data Portability: Request a copy of your data in a structured, machine-readable format.

To exercise these rights, please contact us at Email: [DPO@PM-International.com](mailto:DPO@PM-International.com).

## 9. CONSENT WITHDRAWAL

You may withdraw your consent for data processing at any time by contacting us at Email: [DPO@PM-International.com](mailto:DPO@PM-International.com). Note that withdrawing consent may impact our ability to consider your application.

## 10. UPDATES TO THIS PRIVACY POLICY

We may update this Privacy Policy periodically to reflect changes in our practices or legal obligations. The latest version will always be available on our website and/or the BambooHR platform.

## 11. CONTACT INFORMATION

For questions, concerns, or to exercise your data protection rights, please contact:

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Email: [DPO@PM-International.com](mailto:DPO@PM-International.com)

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Thank you for trusting PM-International with your personal data. We are committed to ensuring the highest standards of data privacy and security.