

HR

Howden Matrix Group

CV Policy

HR. 9.3.5

Rev 1.3

Dec. 2020

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1 Terms for submitting your Curriculum Vitae

Thank you for your interest in working in Matrix Insurance & Reinsurance Brokers Single Member S.A., (hereinafter referred to as the "Company"). By completing the form and submitting your resume, we are given the opportunity to review your CV information and, if we feel that it meets the formal requirements for a position that the company wishes to cover, we may contact you to provide any other required information or to arrange an interview appointment. Sending your resume through this site also means explicitly accepting the following terms.

1.1 Terms

Candidates declare that:

- They provide accurate and true information.
- They do not provide information on criminal convictions and offenses or specific categories of personal data (such as information on political opinions, religious or philosophical beliefs, trade union membership, genetic or biometric data, health data, etc.)
- They do not provide information related to a third party, unless explicitly authorized by the third party.

The Company, with its headquarters in 1 Kifissias Ave., & 4 Theofanous Str., Athens 115 23, Greece, Tel: +30- 210 -3390354, e-mail: hr@howden-brokers.com is responsible for processing the personal data you provide through the application on our website and your CV, as well as, any other communication that may be required to evaluate your skills to fill an open position in the company.

The Company processes only the absolutely necessary personal data and only if you provide your consent. Your personal data is collected and processed by the Company for the sole purpose of assessing your ability to fill an open position in the company.

Your personal data is collected either directly from you by submitting your CV at hr@howden-brokers.com in <https://www.howdenmatrix.com/contact/careers>, or, through third party affiliates collecting personal data from CVs you place in their CV's Database and then forward them to interested employers, including our Company.

Your personal data is not transferred to third parties and only persons, employees and partners who have been specifically authorized by our Company and who have committed themselves to confidentiality, have access to them.

The company will register and maintain your CV up to two (2) years. Afterwards you may be asked if you wish us to keep your CV for any future jobs that, according to our opinion, fit your professional qualifications and experience.

At any time, you have the right to request us to:

- Access to your data
- Correct or delete your data
- Restrict the processing of your data
- Transfer your data
- Deny any further processing, which may take the form of withdrawal your consent to the processing of your personal data. The withdrawal of consent shall not affect the lawfulness of

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processing based on consent before its withdrawal.

Any of the above queries may be made to the postal address 1 Kifissias Ave., & 4 Theofanous Str., Athens 115 23 or electronically through the email address: dpo@howden-brokers.com

If you wish to contact us regarding any matter concerning the processing of your Personal Data and the exercise of your rights, you may contact the Data Protection Officer (DPO) of Matrix on the phone +30- 210 -3390354 or in the Address 1 Kifissias Ave., & 4 Theofanous Str., Athens 115 23, or in the email address dpo@howden-brokers.com.

If you believe that processing of your Personal Data violates the applicable legal framework for the protection of personal data, you may lodge a complaint with the Hellenic Data Protection Authority (www.dpa.gr).

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2 Revision Notes

Date	Revision	Notes
30/04/2018	1.0	Initial Release
9/10/2019	1.1	CVs storage period update
17/02/2020	1.2	Updated
Dec. 2020	1.3	Updated