

## Registration Form Policy

### 0. CHANGES TO THIS PRIVACY POLICY:

DARWIN PARTNERS S.L. reserves the right to modify this policy to adapt it to new legislation or case law as well as industry practices. In such cases, the Provider will announce on this page the changes introduced reasonably in advance of their implementation. **Document revised on 18/05/2018**

### 1. INTRODUCTION; DUTY OF INFORMATION (LEGAL NOTICE):

In compliance with Law 34/2002, of July 11, 2002, on information society services and electronic commerce, we inform you that the present domain (aplygo.com) is owned by.

DARWIN PARTNERS S.L. registered in the Mercantile Registry of Madrid, Volume 28.047, Folio 199, Section 8ª, Page M-505415

For the purposes of the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council, DARWIN PARTNERS S.L. (hereinafter also THEKEYTALENT or the Provider), with Tax Identification Number B87189270 and address in Madrid, C/ Velázquez, 46 escalera A 3 izquierdo, CP: 28001, informs the Data Subject that his/her personal data are going to be processed by **ENCE Energía y Celulosa S.A., CIF A28212264**, as Data Controller, for the purpose of managing your application.

Due to the nature of this service, THEKEYTALENT performs processing functions on behalf of the Controller **ENCE Energía y Celulosa**, undertaking that your data will be processed under the strictest security measures to ensure confidentiality based on the contract signed with **ENCE Energía y Celulosa** to comply with the General Data Protection Regulation (GDPR), in its capacity as Data Processor.

Likewise, DARWIN PARTNERS S.L. performs processing functions on behalf of the Controller ENCE Energía y Celulosa and we undertake that your data will be processed under the strictest security measures to ensure the security of your personal data.

the strictest security measures to guarantee confidentiality and in accordance with this privacy notice. THEKEYTALENT has adopted the technical and organizational security measures established in the European regulations of the General Data Protection Regulation (GDPR).

### 2. CANDIDATE REGISTRATION: PROCESSING OF PERSONAL DATA

The data requested in the different forms on the Website or in the process are strictly necessary to deal with your application, which you voluntarily communicate to us and are intended to manage your application based on the requirements of **ENCE Energía y Celulosa**, i.e., with respect to candidates who fit the required profile. Therefore, this data is collected for the sole purpose of managing the selection process, and may be used for profiling purposes. The data collected will be the following: contact details, curriculum information and candidate profile.

In the registration form, the candidate will register in the process, accepting the terms and conditions set out in the mandatory field that applies for this purpose. Those candidates who do not ENCE Energía y Celulosa has configured as obligatory will not be able to register their candidacy. Thus, the legitimate basis for processing is consent.

The data collected may be transferred to other companies in the group or to third parties that provide selection process management services to Ence or technological services.

In addition, your data will not be transferred to countries outside the European Union, except for reasons of technical service provision, such as, for example, that the servers of the system

providers or technological resources are hosted in those countries.

Once the candidate has been evaluated and categorized, he/she will receive an email which will inform him/her either of the personal and unique access to the psychometric tests or a warning email indicating that, for the moment, he/she will not continue in the process.

Once the candidates have completed the psychometric tests (aptitude, skills, motivational or values, personality), we inform you that ENCE Energía y Celulosa may require you to pass more tests, knowledge, aptitude, etc...

Finally, ENCE Energía y Celulosa will inform you if you continue in the process or if your application does not meet the required profile.

Finally, your data will be kept for a period of one year from the end of the selection process. Once this period has elapsed, your personal data will be deleted or anonymized.

### 3. ACCURACY AND VERACITY OF THE DATA

The user is solely responsible for the truthfulness and accuracy of the data submitted to ENCE Energía y Celulosa, exonerating ENCE Energía y Celulosa and/or the Provider from any liability in this respect. Users guarantee and are responsible, in any case, for the accuracy, validity and authenticity of the personal data provided, and undertake to keep them duly updated. The user agrees to provide complete and correct information in the registration or subscription form.

### 4. EXERCISE OF THE RIGHTS OF ACCESS, RECTIFICATION, CANCELLATION OR OPPOSITION

You may send your communications and exercise your rights of Access, Rectification, Cancellation or Forgetting, Opposition, Automated Opposition, Portability and Limitation of Processing, following the procedure in the document "Instructions for Exercising the Rights of the Interested Party", available on the ENCE website. This procedure consists of filling in the form contained in the aforementioned document and sending it by e-mail to the address [lopd@ence.es](mailto:lopd@ence.es) or by post to the company's tax address (C/ Estébanez Calderón, 3-5, 2ª Floor, Tetuán, 28020 Madrid). In the event that the interested party exercises its rights, Ence must respond to the interested party's requests without undue delay and at the latest within one month, and to explain its reasons in the event that it does not comply with them. This period may be extended for a further two months if necessary, taking into account the complexity and number of requests. The data controller will inform the interested party of any such extension within one month of receipt of the request, stating the reasons for the delay.

Additionally, you may contact the Spanish Data Protection Agency, Calle Jorge Juan, 6, 28001 Madrid, regarding any question related to the processing of your data by Ence.

### 5. ACCEPTANCE AND CONSENT

The User declares that he/she has been informed by DARWIN PARTNERS S.L. of the conditions regarding the protection of personal data, accepting and consenting to the processing thereof by ENCE Energía y Celulosa in the manner and for the purposes indicated in this Privacy and Personal Data Protection Policy.

### 6. COOKIES

You can obtain complete information on our "Cookies Policy" at the following link: <http://www.thekeytalent.com/plitica-de-cookies-y-privacidad/>