

## **DATA PROTECTION POLICY FOR CANDIDATES AND SELECTION PROCESSES**

### **1. DATA CONTROLLER**

In accordance with current regulations, the interested party (candidate) is informed that their personal data will be processed by Tabacalera, S.L.U. with CIF B86319746 and address at Paseo de La Habana 136, 28036 Madrid. The treatment will be mixed (automated treatments always with human intervention and not automated).

### **2. PROCESSING PURPOSES**

Your personal data will be processed for the purpose of assessing and managing your curriculum vitae (CV) or your job application, and where appropriate, carrying out the necessary actions for the selection and hiring of personnel, unless you indicate your will to the contrary.

### **3. TRANSFER OF PERSONAL DATA TO OTHER GROUP COMPANIES**

In the event that the interested party (candidate) wishes Tabacalera SLU to transfer his/her personal data to other companies of the Group for the same selection and hiring purposes mentioned above, the interested party must notify Tabacalera by e-mail, expressly indicating that he/she authorises the transfer of his/her data by Tabacalera SLU to the companies of the Group. Otherwise, Tabacalera SLU would not be able to send your CV to any other company in the Group.

### **4. LEGITIMACY FOR PROCESSING**

Your data will be processed on the basis of your consent, which you can withdraw at any time by writing to [protecciondedatos@tabacalera.com](mailto:protecciondedatos@tabacalera.com), although this would mean that your application cannot be taken into account in our recruitment processes. However, if you withdraw your consent, this will not affect the lawfulness of the processing carried out previously.

### **5. PERIOD OF RETENTION OF YOUR DATA**

The personal data provided by the data subject will only be kept if his/her profile fits a vacant position at the time he/she provides us with a CV. In this case, the data will be retained during the selection process. If the candidate is hired, their details will be added to their employment file. If the candidate is not recruited after the end of the selection process or if their profile does not fit any vacancies when they submit their CV, we will delete their CV and all related personal data, in accordance with our data protection policies.

### **6. RIGHTS OF THE DATA SUBJECT**

You have the right to withdraw the consent granted for the processing of your data at any time, however, this withdrawal would make it impossible to include your application in selection processes. Additionally, you may exercise your rights of access, rectification, deletion, opposition, limitation and portability. In the same way, if the interested party considers at any time that Tabacalera, S.L.U. has violated the rights that are recognized by the applicable data protection regulations, they may file a complaint with the Spanish Data Protection Agency.

The interested party may contact Tabacalera S.L.U. both to exercise their rights and to make any queries about this data processing at the following address: TABACALERA SLU Paseo de La Habana 136, 28036 Madrid or through the following email address: [protecciondedatos@tabacalera.com](mailto:protecciondedatos@tabacalera.com)