

PRIVACY POLICY

ihofon pays special attention to security and respects the privacy and confidentiality of your personal data. For this reason, we invest time and resources to protect your privacy.

The company takes all appropriate organizational and technical measures, designed to protect information from loss, misuse, unauthorized access, disclosure, distortion or destruction and ensures the lawful and legal collection and processing of personal data as well as the their safe observance.

In this effort we are in an ongoing process of information and training, in order to fully comply with the applicable national, European and international legal framework and in particular with the General Regulation of Personal Data Protection 679/2016 of the European Union.

Purpose of this policy

We want to inform you about the way in which your personal data is collected, stored, used and transmitted, the security measures we take to protect your personal data, the reasons and the time period in which they are stored, but also about the type of personal data collected. It concerns any operation or series of transactions carried out with or without the use of automated means, in personal data or in personal data sets, such as the collection, registration, organization, structure, storage, adaptation or alteration, retrieval, search for information, use, disclosure, dissemination or any other form of disposal, association or combination, restriction, deletion or destruction.

This Policy is updated from time to time and may be amended whenever necessary, without prior notice, always within the applicable legal framework and in accordance with any changes to current privacy legislation. We therefore recommend that you check this Policy at regular intervals to be informed of any changes that have been made.

What is personal information?

Personal data is any information that concerns a specific natural person or a person whose identity can be verified (eg name, identity number, address, etc.). Data related to health (physical or mental condition, receiving medical services, etc.) are included in the general term personal data but are a special category of data. The company will not process your personal data without your consent. However, the company reserves the right, in exceptional cases, to process your personal information to the extent permitted or required by law, and / or by court decisions or prosecutorial orders / orders.

How is your personal data collected?

Your personal data is collected in the following ways:

(a) you provide them to us when you submit a job application to the Company or your CV is sent. The provision of your personal data in the context of submitting a CV to find a job in the company takes place voluntarily as otherwise it would not be possible to assess the possibility of your

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recruitment. See the CV Processing Policy for more information.

(b) you provide them to us when you use the B2B & B2C application to complete your order. The submission of your data is of your choice and their processing with your consent for the sole purpose of the proper execution of the contract.

(c) automatically through the "browser" or the mobile device you use to access our Website www.ihofon.gr

(d) you provide them to us when you fill out electronic forms or send an e-mail, in order to be informed or to use the services available on the company's website www.ihofon.gr. The submission of your basic data is of your choice and their processing with your consent for the sole purpose of informing you about the services and actions of our company.

In cases where your consent is required for the use of your personal data in promotions in order to inform you about new products, it will be explicitly requested by you and you have the right to withdraw it at any time.

What kind of personal data is collected?

Personal data collected and further processed includes your name, address, CV details and contact information in general (including email address, tax information and telephone number) and anything else described in detail in the posted policies of the company.

In addition to the above data you provide to us, technical information that constitutes personal data may be collected, such as the Internet Protocol address of your device, e.g. computer, laptop, tablet, smartphone. This technical information is used for the smooth operation and performance of the website and is not permanently stored in our infrastructure.

More details about the technologies used on our website are provided in the Cookies Policy.

What are the principles governing the processing of personal data by the Company?

The Company processes your personal data in a lawful and lawful manner for clearly defined purposes set forth in this Policy. Your personal data processed by the Company is limited to what is absolutely necessary to achieve these purposes, is accurate and timely, is kept for a period determined by the purposes of processing, is protected by adequate security measures and is not transmitted to countries that do not provide satisfactory level of protection.

Who collects personal data and for what purpose? Are they transmitted to third parties?

The receipt, processing and retention of CV data, knowledge, vocational training and professional experience, is done to meet the sole purpose of the evaluation by the Company for the possibility of occupying a job, and are kept only for this purpose, are processed only by the Sales department of the company.

The receipt, processing and retention of your data concerning identification, tax and communication data is done to satisfy the sole purpose of the execution of the contract & your information about the services and products of the company. All your data is kept only for these purposes and

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is processed only by the competent departments of the company (accounting & sales). Personal data may be passed on to associates, or third parties, for further processing for the purpose of providing services, evaluating and improving the functionality of the website, marketing purposes, data management and technical support. These third parties have contractually agreed to us that they will use the personal data only for the above reasons, and will not transmit personal information to third parties, as well as will not disclose it to third parties unless required by law.

The company undertakes not to trade your personal data by making it available for sale / rent by giving / transferring / disclosing or disclosing it to third parties or otherwise using it for other purposes that may endanger privacy.

How long has my personal data been kept?

For the fulfillment of the processing purpose that concerns the investigation of the occupation of a job in our company (CV form) we consider a reasonable and necessary time of keeping your relevant data the period of twelve (12) months. Twelve (12) months after the receipt of your CV, the relevant file with all your details will be deleted.

In order to fulfill the processing purpose that concerns the execution of the contract and to inform you about our services and products, a reasonable retention time of your data is judged the time of the relevant commercial operation of the company.

What are my rights regarding the processing of my personal data?

You have the right at any time to ask us what is your personal data that we process, for what purposes we do it, if we give it to third parties and to whom, as well as other relevant information. You also have the right to receive a free copy of your personal data upon your request. Other rights you have under the relevant legislation include the right to request the updating and / or correction of your data, the cessation and / or restriction of their processing and their deletion from the company's systems, unless otherwise provided by law. obligation to maintain them. You also reserve the right to portability and / or objection to the processing of your personal data. You can exercise all of the above rights by submitting a written request. For any issue you have regarding your personal data and / or for clarifications, you can contact the Data Protection Officer ("Data Protection Officer") Mr. Ioannidis, either by phone or by e-mail, at info@ihofon.gr . Each request submitted must be accompanied by the appropriate identification evidence and provide the required information (eg data that needs correction), as described in the terms of use of each service.

The Company makes every effort to ensure that your requests are answered without delay and in any case within one month of receipt. This deadline may be extended by another two (2) months, if required, taking into account the complexity of the request and the number of requests. You will be informed about this extension as well as the reasons for the delay within one month of receiving the request from The company. If you make the request electronically, the answer will be provided to you, if possible, electronically, unless you request something different (eg a written letter).

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In case the Company delays beyond the justified period to respond to your request as well as in any case where you consider that your rights are violated or the Company is not consistent with your data protection obligations you have the right to file a complaint to the supervisory authority. (Personal Data Authority, Athens 1-3 Kifissias, PC 115 23, Athens, contact@dpa.gr, + 30-210 6475600.

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