

STUDENT REGISTRATION FORM (Eurofast Academy Payroll & HR Program)

The Eurofast Academy Payroll, HR & Accounting Program provides hands-on training within an international environment, combining practical experience with real-world exposure to prepare participants for their a professional career.

Pillar Payroll & HR**1. Personal Information**

- Full Name:
- Telephone No. and email:

2. Educational Background

- University Name:
- Faculty / Department / Specialty:
- Year of Study:
- Foreign language you use freely

3. Academic Reference: Head Professor of Specialty/Department:

4. Motivation: Why are you interested in the Academy Pillar Payroll & HR program?

5. Previous Experience (if applicable). Have you taken similar classes before? Yes No

If yes, please specify:

6. Declaration: I confirm that the information provided is true and accurate.

- **Signature:** _____ **Date:**

YOUR PERSONAL INFORMATION AND EUROFAST (Privacy Notice)

This Privacy Notice regulates the processing of your personal data by Eurofast Group (or “we” or “us” or “our”), you send/submit to us and which we collect, keep and use for educational, selection, recruitment and employment purposes either for us or on behalf of a client. We are dedicated and committed to the protection of Personal Data that are entrusted to us and with the greatest possible responsibility in accordance with the General Data Protection Regulation EU/679/2016 (GDPR) and the applicable national legislation.

Who are we?

Eurofast Group or “we” or “us” or “our”, we refer to the Group of companies principally based in Greece, at Leof. Andrea Syngrou 236, 4th floor Kallithea, Athens, (+3021) 0825 7720, but also in Cyprus, Bulgaria, Romania, Albania, FYR Macedonia, Serbia, Montenegro, Bosnia and Herzegovina, Croatia, Ukraine, Georgia and their representative offices and branches.

Personal data controller in Bulgaria that collects and keeps your personal data is the company Eurofast International Ltd, UIC 175029586, having its seat and registered office at Sofia, Bulgaria, 107 Tsar Boris III, fl.7.

What data do we collect?

Data we collect includes information about you, which was provided by yourself in connection with participation in Eurofast Academy or may be provided in the future by yourself on your potential employment applications, CV, profile.

Why do we process your data?

We will use this information solely for educational purposes and conducting training seminars, as well as potential future selection, recruitment and employment purposes.

We will not use your personal data for other purposes than those explained above without prior informing you and, obtain your consent where required. We collect and process your personal data only to the extent that is strictly necessary. Data processed are relevant, appropriate and no more than what is required in view of the aforementioned purposes, whereas we do our best to keep them accurate and up to date.

For how long do we keep your data?

We will keep your personal data as collected above, for 6 (six) months followed by immediate deletion from our physical and/or electronic records.

We may keep your personal data and information to contact you if other job opportunities arise in the future, which we think may be suitable for you, for the following two years from the date of this job application or of any updates on your information you send or submit, if you agree by ticking this box .

With whom we may share your information?

We may need to disseminate your information to other companies of the Eurofast Group situated within the European Union for recruitment purposes should you apply for a position in the specific country or in more countries if a suitable position arises for you.

We may need to share your information with our associates or external partners, which provide and administer services related to recruitment procedures e.g. the collection, sorting and evaluation of applications received and CVs.

We may need to share your information with our client of whom a position you applied for.

Recipients of such personal data are only our authorized employees or of our clients e.g. from the HR or other designated department or the interviewer who is specifically entrusted with the relevant tasks and or other associates or employees of external partners of us who have been specifically authorized for this purpose, i.e. the collection, sorting and evaluation of applications received and CVs.

Where do we store your data?

Your data will be stored in protected physical structured filing system and/or electronically in our CRM System, where limited access is granted to authorized people within our group. Your personal data is stored on European Union territory only.

Granting clear consent to processing of personal data

By signing this Registration form, you give your consent that you have read and agreed on our Privacy Policy at

<https://eurofast.eu/privacy-policy/> and to our processing of your personal data and eventual sensitive personal data you send or submit to us on your own initiative and freely given written consent, for education purposes during our seminars and potential future purpose of evaluating your employment application and, if successful, for the purpose of your employment with us or on behalf of our client. You also consent to our disseminating your information to countries within the European Union if this is necessary for the above purposes.

What are your rights?

You have a number of rights. You can:

- be informed, access and obtain a copy of your data on request;
- require us to change incorrect or to complete data;
- require us to delete or stop processing your data at any time, for example where the data is no longer necessary for the purposes of processing;
- require us to restrict the processing of your data; and object to the processing of your data where we are relying on legitimate interests as the legal ground for processing.

If there are any doubts with regards to your identity when submitting your request, we may ask you for proof of identity to ensure that we are not sharing your personal data with anyone else but yourself.

We are obliged to answer to your requests within two weeks from the submission of your request. You must be aware that, in specific cases (for instance, due to legal obligations) we may not be able to make your request effective.

In the event of any violation of your personal data, which may place your rights and freedoms at a high risk, and provided that it does not fall under one of the exceptions expressly provided for by applicable law, we undertake to inform you without undue delay.

If you wish to update, or if permitted under applicable law, to delete your information, or get a copy of the information we hold about you, or exercise any of the above rights, please contact and send to us your relevant request to the email address: **hr@eurofast.eu**

If you believe that the organisation has not complied with your data protection rights, you can always file a complaint to the Commission for Protection of Personal Data in Sofia, Bulgaria by sending your complaint to: kzld@cpdp.bg at place or by post to the following address rp. Sofia 1592, 2, „Prof. Tsvetan Lazarov” blvd., according to the procedure stated on its website: <https://cpdp.bg/>

Prior complaining to the above authority you should first address your relevant complaint to us, and specifically, to our data protection officer: **data@eurofast.eu**.

How can you withdraw your consent?

You can withdraw your consent at any time. This does not mean that the withdrawal will affect the lawfulness of processing based on consent before its withdrawal nor further processing of the same data under other legal basis such as contract or compliance with a legal obligation to which we are subject. If you wish to withdraw your consent, please send an email to: **hr@eurofast.eu**.

Declaration

By registering your data via this application form you declare by this document that:

- You have personally filled out this registration form and the information provided is to the best of your knowledge and belief, correct.
- You realize that any deliberate inaccuracy or omission will result in the rejection of this application, or immediate dismissal in case you are hired.
- You agree that sensitive data, which we have collected upon your own initiative and freely given written consent, will be used only for the purpose referred to herein.

The above information for the purpose and uses of your personal Data covers our legal obligation under the GDPR and the applicable national law on the Protection against the Processing of Personal Data of Individuals.

If you have any questions please contact Eurofast Global sending an email to: hr@eurofast.eu

Signature (Applicant)..... **Date:**