

Candidates' Privacy Statement

Koutalidis Law Firm values your privacy. We encourage you to review this statement to understand how we gather and utilize the personal information you share with us through our online job application form.

1. Which personal details do we gather?

When you decide to submit an application, we will handle the personal details you've shared. This encompasses the data within your resume, your contact information (first name, last name, email, and phone number), and any other details you've provided.

2. Why and how do we utilize your personal details?

We handle your personal details to assess your qualifications and to efficiently manage your application. Our lawful basis for processing your information stems from our genuine interest in reviewing job applications, making informed hiring decisions, and, for suitable candidates, initiating steps towards formalizing an employment agreement.

If your skills and background align with the role you've applied for or any of our current vacancies, we'll reach out to you. If not, we'll retain your resume for up to eighteen (18) months, in anticipation of a role that suits your expertise and aspirations. If you'd like us to hold onto your CV for an extended duration, please specify this when submitting your application.

Should your application not progress, we will erase all details you've shared, retaining only your name, the role you applied for, and a brief overview of the assessment process for future reference. Our rationale for holding onto your details post-assessment is rooted in our genuine interest in streamlining our hiring process. Typically, this data is kept for no longer than five (5) years following the conclusion of the assessment.

3. How do we safeguard and share your personal details? Your data's security is paramount to us. We pledge to uphold the most stringent technical and organizational protocols to safeguard your data's integrity, confidentiality, and accessibility, ensuring it remains protected from unauthorized access, misuse, unwarranted disclosure, illegal destruction, or loss.

We promise to handle your application with the utmost discretion. Your data will not be shared or disclosed to any external parties, except for Koutalidis Law Firm staff involved in your application's review and our trusted IT partners responsible for our website's functionality. These partners are obligated to uphold all necessary measures to protect your data.

4. What rights do you possess? You can request a copy of the data we have on you. Additionally, you have the right to have your data deleted or amended, and the right to limit or challenge our processing of your details. You can also request your data in a structured, widely-used, machine-readable format and have it transferred to another entity of your choice without any interference from Koutalidis Law Firm. To exercise any of these rights, please contact us at the email address listed below.

If you believe Koutalidis Law Firm is not adhering to relevant data protection regulations in processing your details, you also have the right to file a complaint with the Hellenic Data Protection Authority (www.dpa.gr).

5. Contact Information For any inquiries or to exercise any of the aforementioned rights, please email us at hr@koutalidis.gr.

We appreciate your interest in Koutalidis Law Firm and wish you all the best in achieving your professional goals.