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Privacy Notice

Description and purpose of data processing

Coordinating (active) candidates who apply for internship, dual-training programs during the selection process. Selecting from these candidates the one best suited to fill the position. In case of contribution, the candidates will receive MOL promotional and MOL program materials and information, we will manage their data.

Legal basis of data processing

If you apply for an advertised internship, dual-training program, the legal basis is your consent.

Scope and source of the personal data processed

Data required to be provided during registration	Data not required to be provided during registration	Personal data that may be generated during the selection process
name	your current city of residence	personal data provided by you during telephone and/or personal job interviews (e.g. notice period, salary expectation, motivation, previous work experience)
e-mail address	personal data included in your CV/resume	if a candidate is selected, personal data included in the offer they get
telephone number		results of any skills assessment tests conducted during the selection process
CV		
Cover letter		
source: where you found our job advertisement		

Duration of data processing

Once the selection process is completed, the data will be deleted from the TALEO system except of candidates who have contributed to get MOL promotional and program materials and information even after the selection process has been completed. In their case, the duration of data management is 5 years.

Name and contact information of the controller(s):

Cégnév	Cím	Telefonszám	E-mail cím
MOL Nyrt.	1117 Budapest, Október huszonharmadika u. 18.	+3612090000	careers@mol.hu
MOL Magyarország HR Szolgáltató Kft.	3580 Tiszaújváros, TVK-lpartelep		careers@mol.hu
MOL Magyarország Társasági Szolgáltatások Kft.	1117 Budapest, Október huszonharmadika u. 18.	+3612090000	careers@mol.hu
MOL Csoportszintű Pénzügyi Szolgáltató Kft.	1117 Budapest, Október huszonharmadika u. 18.	+3612090000	careers@mol.hu
MOL Magyarország Pénzügyi Szolgáltató Kft.	1039 Budapest, Szent István utca 14.		careers@mol.hu
MOL Magyarország Informatikai Szolgáltató Kft.	1117 Budapest, Budafoki út 79.		careers@mol.hu
Geoinform Kft.	5000 Szolnok, Kőrösi út 43.	+3656520611	careers@mol.hu
Moltrans Kft.	1211 Budapest, Petróleumkikötő utca 5-7.	+3612784124	careers@mol.hu
MOL Magyarország Szolgáltató Központ Kft.	1039 Budapest, Szent István utca 14.		careers@mol.hu
FER Tűzoltóság Kft.	2443 Százhalombatta, Olajmunkás u. 2.	+3623551115	careers@mol.hu
MOL - LUB Kft.	2931 Almásfüzitő, Fő út 21.		careers@mol.hu
MOL Petrolkémia Zrt.	3581 Tiszaújváros, TVK lpartelep TVK Központi Irodaház 2119/3. 136. ép.	+3649522222	careers@mol.hu
Petrolszolg Kft.	2440 Százhalombatta, Olajmunkás u. 2.	+3623551217	careers@mol.hu
MOL Limitless Mobility Kft.	1117 Budapest, Október huszonharmadika u. 18.		careers@mol.hu
MOL Fleet Solutions Kft.	1117 Budapest, Október huszonharmadika u. 18.		careers@mol.hu
Hexán Kft.	2443 Százhalombatta, lpartelep hrsz. 2704/1.		careers@mol.hu

You can find each data controller's privacy notice on the following website: <https://mol.hu/hu/karrier/strategiai-oktatasi-kapcsolatok/>

Data processor and its processing activity

Data processor:

- Oracle Hungary Kft., the company providing Taleo, the IT system required for the administration of the recruitment and selection process

- and MOL Magyarország Informatikai Szolgáltató Kft., the company responsible for the operation of e-mail and file servers

Who may have access to your personal data?

The MOL Plc employees who are responsible for recruitment, coordinator for dual training and internships, HR Partner, recruitment employee, learning and development employee.

In the table below, you can see which employees can access your personal data after you have selected a country and a company. Two employees with administrator privileges, from MOL Nyrt.'s recruitment staff, can see the profiles of all candidates in every country and company.

If you have questions about which company processes your personal data, you may at any time request information by sending an e-mail to careers@mol.hu.

If you have applied through an agency, your profile will always be accessible to the managers responsible for the position that you applied for and to the recruitment staff of the given company.

Company	Country	Who has access to the personal data?
MOL Nyrt.	Hungary	- coordinator for dual training and internships - the MOL Plc employees who are responsible for recruitment for this company -HR Partner -recruitment employee -learning and development employee
MOL Magyarország HR Szolgáltató Kft.	Hungary	- coordinator for dual training and internships -the MOL Plc employees who are responsible for recruitment for this company -HR Partner
MOL Magyarország Társasági Szolgáltatások Kft.	Hungary	- coordinator for dual training and internships -the MOL Plc employees who are responsible for recruitment for this company -HR Partner
MOL Csoportszintű Pénzügyi Szolgáltató Kft.	Hungary	- coordinator for dual training and internships -the MOL Plc employees who are responsible for recruitment for this company -HR Partner
MOL Magyarország Pénzügyi Szolgáltató Kft.	Hungary	- coordinator for dual training and internships -the MOL Plc employees who are responsible for recruitment for this company -HR Partner
MOL Magyarország Informatikai Szolgáltató Kft.	Hungary	- coordinator for dual training and internships -the MOL Plc employees who are responsible for recruitment for this company -HR Partner

Geoinform Kft.	Hungary	- coordinator for dual training and internships -the MOL Plc employees who are responsible for recruitment for this company -HR Partner
Moltrans Kft.	Hungary	- coordinator for dual training and internships -the MOL Plc employees who are responsible for recruitment for this company -HR Partner
MOL Magyarország Szolgáltató Központ	Hungary	- coordinator for dual training and internships -the MOL Plc employees who are responsible for recruitment for this company -HR Partner
FER Tűzoltóság Kft.	Hungary	- coordinator for dual training and internships -the MOL Plc employees who are responsible for recruitment for this company -HR Partner
MOL - LUB Kft.	Hungary	- coordinator for dual training and internships -the MOL Plc employees who are responsible for recruitment for this company -HR Partner
MOL Petrolkémia Zrt.	Hungary	- coordinator for dual training and internships -the MOL Plc employees who are responsible for recruitment for this company -HR Partner
Petrolszolg Kft.	Hungary	- coordinator for dual training and internships -the MOL Plc employees who are responsible for recruitment for this company -HR Partner
MOL Limitless Mobility Kft.	Hungary	- coordinator for dual training and internships -the MOL Plc employees who are responsible for recruitment for this company -HR Partner
Fleet Solutions Kft.	Hungary	- coordinator for dual training and internships -the MOL Plc employees who are responsible for recruitment for this company -HR Partner
Hexán Kft.	Hungary	- coordinator for dual training and internships -the MOL Plc employees who are responsible for recruitment for this company -HR Partner

The following controllers are considered to be joint controllers, and in this context, they determine the purposes and framework of the data processing jointly, and have joint responsibility for the processing. System settings are standard, and the decision on any necessary changes is made jointly by the controllers.

Contact persons of the data controllers:

Hungary		
Company	Contact person	Contact
MOL Plc.	Füzi Mariann	szakmaigyakorlat@mol.hu
MOL Magyarország HR Szolgáltató Kft.	Füzi Mariann	szakmaigyakorlat@mol.hu
MOL Magyarország Társasági Szolgáltatások Kft.	Füzi Mariann	szakmaigyakorlat@mol.hu
MOL Csoportszintű Pénzügyi Szolgáltató Kft.	Füzi Mariann	szakmaigyakorlat@mol.hu
MOL Magyarország Pénzügyi Szolgáltató Kft.	Füzi Mariann	szakmaigyakorlat@mol.hu
MOL Magyarország Informatikai Szolgáltató Kft.	Füzi Mariann	szakmaigyakorlat@mol.hu
Geoinform Kft.	Füzi Mariann	szakmaigyakorlat@mol.hu
Moltrans Kft.	Füzi Mariann	szakmaigyakorlat@mol.hu
MOL Magyarország Szolgáltató Központ Kft.	Füzi Mariann	szakmaigyakorlat@mol.hu
FER Tűzoltóság Kft.	Füzi Mariann	szakmaigyakorlat@mol.hu
MOL - LUB Kft.	Füzi Mariann	szakmaigyakorlat@mol.hu
MOL Petrolkémia Zrt.	Füzi Mariann	szakmaigyakorlat@mol.hu
Petrolszolg Kft.	Füzi Mariann	szakmaigyakorlat@mol.hu
MOL Limitless Mobility Kft.	Füzi Mariann	szakmaigyakorlat@mol.hu
Fleet Solutions Kft.	Füzi Mariann	szakmaigyakorlat@mol.hu
Hexán Kft.	Füzi Mariann	szakmaigyakorlat@mol.hu

In Hungary, the controllers listed above have a single contact person because the recruitment and selection process is centralised, and the responsible colleagues are employees of MOL Nyrt.

Contact data of the data controller's Data Protection Officer: dpo@mol.hu

Name and contact information of the data processors

- Oracle Hungary Kft. (székhely: 1095 Budapest, Lechner Ödön fasor 7., telefonszám: +361 224 1700, e-mail cím: support_info_hu@oracle.com)
- MOL Magyarország Informatikai Szolgáltató Kft. (székhely: 1117 Budapest, Budafoki út 79., telefonszám: +36 70 373 2005, e-mail cím: itu@mol.hu)

Contact person of the data processors

- Oracle Hungary Kft. – helpdesk: support_info_hu@oracle.com

- MOL Magyarország Informatikai Szolgáltató Kft. – helpdesk: itu@mol.hu

Persons at the data processor who are authorized to access to the data:

- Oracle Hungary Kft.'s technical support staff has access to the Taleo system in cases where we need technical support.
- MOL Magyarország Informatikai Szolgáltató Kft.'s staff does not have access to personal data.

Description of the processing activity:

Applying for a traineeship or dual training is done through the TALEO system (career page), applying for an ad. Candidates may submit their application electronically within a specified time period. The personal data specified in this privacy statement must be recorded for the application. Candidates shall in all cases be accompanied by a declaration of consent to the data management which can be retrieved from the TALEO system. For under 16 years of age, the declaration must be signed by the legal representative. If the candidate has reached the age of 16, but not 18 yet, the declaration must be signed jointly by the candidate and the legal representative. The adult candidate sign the statement himself/herself. The declaration signed in this way must be attached to the TALEO system in the application process in electronic. If the consent statement is not signed in accordance with the statutory requirements in the manner described above or the consent statement is not attached, the application is invalid, the candidate's profile will be deleted. Upon completion of the application deadline, the selection managers and the coordinators responsible for dual training and internships will make the selection in accordance with the business needs. Up to the number of dual students and apprentices can be selected as defined by the business during the pre-application. After selection, candidates will be notified electronically, including the HR form required to establish the legal relationship, if the candidate has been selected. If the candidate has not been selected during the selection process, he will be notified electronically. At the end of the selection process, the personal data of the candidate will be deleted from the TALEO system.

Data security measures:

The controller stores your personal data in an encrypted and/or password protected database in order to ensure the secrecy, integrity and availability of your personal data in accordance with the IT security norms and standards. Within the framework of risk-proportionate protection and measuring the classification of personal and business data, the data controller ensures the protection of data on a network, an infrastructural and an application level (with firewalls, antivirus programs, encryption mechanisms for storage and communication; in this case the encrypted data flow is not retrievable without knowing the decryption code due to the asymmetric coding, in addition with content filtering and other technical and process solutions). The data security incidents are constantly monitored.

Your data protection rights:

The GDPR contains in detail your data protection rights, your possibilities of seeking a legal remedy and the restrictions thereof (especially sections 15, 16, 17, 18, 19, 20, 21, 22, 77, 78, 79 and 82 of the GDPR). You can request at any time information about your personal data processed, you can request the rectification and erasure of your personal data or the restriction of their processing, furthermore you can object to the data processing based on a legitimate interest and to the sending of direct marketing messages, and you have the right to data portability. We summarize the most important provisions below.

Right to information:

If the data controller processes your personal data it must provide you information concerning the data relating to you – even without your special request thereof – including the main characteristics of the data processing just as the purpose, grounds and duration of control, the name and address of the data controller and its representative, the recipients of the personal data (in case of data transfer to third countries indicating also the adequate and appropriate guarantees), the legitimate interests of the data controller and/or third parties in case of a data processing based on a legitimate interest, furthermore your data protection rights and your possibilities of seeking a legal remedy (including the right of lodging a complaint with the supervisory authority), in the case if you have not had yet all this information. In case of automated decision-making or profiling the data subject must be informed in an understandable way about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject. Data controller provides you the abovementioned information by making this privacy notice available to you.

Right of access:

You have the right to obtain from the controller confirmation as to whether or not personal data concerning you are being processed, and, where that is the case, access to the personal data and certain information related to the data processing such as the purpose of the data processing, the categories of the personal data processed, the recipients of the personal data, the (scheduled) duration of the data processing, the data subject's data protection rights and possibilities of seeking a legal remedy (including the right of lodging a complaint with the supervisory authority), furthermore information on the source of the data where they are collected from the data subject. Upon your request the controller shall provide a copy of your personal data undergoing processing. For any further copies requested by you, the controller may charge a reasonable fee based on administrative costs. The right to obtain a copy shall not adversely affect the rights and freedoms of others. The data controller gives you information on the possibility, the procedure, the potential costs and other details of providing the copy after receiving your request.

In case of automated decision-making and profiling the data subject has access to the following information: the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

Right to rectification:

You have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning you. Taking into account the purposes of the processing, you have the right to have incomplete personal data completed, including by means of providing a supplementary statement

Right to erasure:

You have the right to obtain from the controller the erasure of personal data concerning you without undue delay and the controller has the obligation to erase personal data without undue delay where certain grounds or conditions are given. Among other grounds the data controller is obliged to erase your personal data upon your request for example if the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed; if you withdraw your consent on which the processing is based, and where there is no other legal ground for the processing; if the personal data have been unlawfully processed; or if you object to the processing and there are no overriding legitimate grounds for the processing; if the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject; or if the personal data have been collected in relation to the offer of information society services.

If the data processing is based on your consent the consequence of the withdrawal of the consent: In case you withdraw your consent you can not participate in the selection any longer therefore you can not be hired for the job vacancy you applied for.

We inform you that the withdrawal of your consent does not affect the legality of the data processing carried out before the withdrawal, based on your consent.

Right to restriction of processing:

You have the right to obtain from the controller restriction of processing where one of the following applies:

- (a) the accuracy of the personal data is contested by you, for a period enabling the controller to verify the accuracy of the personal data;

- (b) the processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead;
- (c) the controller no longer needs the personal data for the purposes of the processing, but they are required by you for the establishment, exercise or defence of legal claims;
- (d) you have objected to processing, pending the verification whether the legitimate grounds of the controller override your legitimate grounds.

Where processing has been restricted according to the abovementioned reasons, such personal data shall, with the exception of storage, only be processed with your consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

You shall be informed by the controller before the restriction of processing is lifted.

Right to data portability:

You have the right to receive the personal data concerning you, which you provided to the controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, where:

- (a) the processing is based on your consent or on the performance of a contract (to which you are a party); and
- (b) the processing is carried out by automated means.

In exercising your right to data portability, you have the right to have the personal data transmitted directly from one controller to another, where technically feasible.

Right to data portability shall be without prejudice to the provisions governing the right to erasure, furthermore it shall not adversely affect the rights and freedoms of others.

Right to object:

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on the legitimate interests of the data controller, including profiling based on those provisions. The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.

How to exercise your rights:

The controller shall provide information on action taken on a request based on your abovementioned rights without undue delay and in any event **within one month** of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests. The controller shall inform you of any such extension within one month of receipt of the request, together with the reasons for the delay. If the controller does not take action on your request, the controller shall inform you without delay and at the latest within one month of receipt of the request of the reasons for not taking action and on the possibility of lodging a complaint with the competent data protection supervisory authority (In Hungary the Nemzeti Adatvédelmi és Információszabadság Hatóság (National Authority for Data Protection and Freedom of Information) briefly 'NAIH') and seeking a judicial remedy. Address, telephone number, fax number, e-mail address and website of the NAIH: 1125 Budapest Szilágyi Erzsébet fasor 22/C., Tel: +36 1 391 1400, Fax: +36-1-391-1410, e-mail: ugyfelszolgalat@naih.hu, website: <http://naih.hu/>

In the event of any infringement of your rights you may file for court action. The action falls within the jurisdiction of the Törvényszék (General Court). Upon the data subject's request the action can be brought before the Court which is competent based on the domicile or the place of residence of the data subject. The court may order the data controller to provide the information, to rectify, block or erase the data in question, to annul the decision adopted by means of automated data-processing systems, to honor the data subject's objection. The court may order publication of its decision, indicating the identification of the data controller or any other data controllers and the committed infringement.

The data controller concerned shall be liable for any damage caused to a data subject as a result of unlawful processing or by any breach of data security requirements. Where any data controller violates the rights of the data subject relating to personality as a result of unlawful processing or by any breach of data security requirements, the data subject shall be entitled to demand restitution from the data controller concerned. Data controller may be exempted from liability for damages or for payment of restitution if he proves that the damage was caused by or the violation of the rights of the data subject relating to personality is attributable to inevitable reasons beyond his control.

No compensation shall be paid and no restitution may be demanded where the damage was caused by or the violation of rights relating to personality is attributable to intentional or negligent conduct on the part of the data subject.