

## Canvider's FAQ regarding processing of personal data within the platform

Please see answers to some of the most important questions regarding processing personal data within Canvider's platform. If you have any further questions or require additional explanations regarding these issues, feel free to contact us.

### 1) When are you the data controller?

You are the data controller of personal data stored within the platform when you collect and analyze CVs, review candidates, or use AI suggestions in Canvider — you are the data controller.

That's because you decide why and how the candidate data is used. Canvider gives you a tool, but you are the one in charge of the recruitment process, and the data is processed for your purposes.

On the other hand, we are a data processor – therefore, we process data on your behalf, in connection with services that we provide to you.

### 2) What about processing data of your employees and team members who use our platform?

If you create users' accounts for your team members, we may also process their personal data, such as login or e-mail address. In such a case, both you and we are separate data controllers of personal data of such persons. This is because both you and we process this data for our own purposes.

We process data of your team members in order to ensure their ability to use our platform on your behalf. In other words, we do it to provide services to you, based on the agreement (accepted terms and conditions) between us and you, we process personal data of your team members, designated to use our platform. We do it basing on the legitimate interests pursued by the controller.

### 3) What are your responsibilities as the data controller?

As the data controller, **you are responsible for what happens to candidate data**. That means you need to:

- Choose a valid legal basis for processing the data of candidates – usually, it will be a consent or a necessity to process data in order to conclude a contract with them. Sometimes your processing of personal data may also be based
- **inform candidates** about how their data is used,
- **protect the data** and keep it secure,
- **respect candidates' rights** — like letting them access or delete their data if they ask.

It's up to you to make sure everything is done according to the law.

#### 4) How should you inform candidates about data processing?

You need to **give candidates clear information** when you collect their data — for example, when they apply for a job or send you their CV. This is called a **privacy notice**. It must include:

- who is responsible for their data (that's you),
- what data you collect and why,
- the legal basis for using their data,
- how long you plan to keep the data,
- who else might see the data (if anyone),
- what rights the candidate has — like access, correction, or deletion,
- how they can contact you,
- that they have the right to complain to a data protection authority.

This info should be easy to find; for example, in your job ad, application form, or first email with the candidate.

#### 5) What is Canvider's role — and what does it mean for you?

In case of specific recruitment processes, you are in charge of candidate data — not Canvider. That means you are the **data controller**, and Canvider simply provides the tools to help you manage that data.

Canvider acts as a **data processor**, which means we handle personal data only based on your instructions. We don't decide what data you collect, why you collect it, or how long you keep it — that's entirely up to you.

However, Canvider is a data controller when it processes its own data, like:

- 1) data about people visiting our website (including you and your team members),
- 2) data of candidates uploaded to Workloupe platform – in such a case, we process them in order to perform a service for them, basing on our terms of service.

#### 5) Where is the data processing agreement, and what is its legal basis?

As you are the data controller and we are the data processor, we have to comply with additional obligations arising out of the GDPR – mostly, we need to conclude a data processing agreement between you and us.

In case of Canvider platform, conclusion of the DPA takes place automatically, at the moment of accepting our terms of service by a business user. You do not need to take any other action.

The data processing agreement (DPA) between Canvider and the client is a formal contract that sets out the scope, purposes, and conditions under which Canvider processes data on behalf of the client. This agreement is required under Article 28 of the GDPR to ensure both parties understand and fulfil their obligations regarding data protection.

#### 6) How should AI tools be used within Canvider, especially regarding decision-making?

AI in Canvider is there to help you, not to replace you. It can suggest who might be a good match, but **you make the final decision** — not the AI.

Our tool was designed to make the process of assessing a candidate easier. However, it should not be used as a replacement for human involvement in the recruitment process.

Article 22 of GDPR states that people can't be judged only by automated decisions without a specific consent, if it affects them in a big way — like getting or not getting a job. That's why a real person (you) always needs to review and confirm what the AI suggests. Of course, the ultimate decision is yours, as you are the data controller. However, our suggestion is not to use our AI tool to decide whether to hire a person or not – this should be only a supplementary measure.