

Data Protection Policy Statement (GDPR)

K.A.F. LEADPRO LTD

The protection of privacy and personal data is of the utmost importance to **K.A.F. LEADPRO LTD**. We are committed to processing and storing the information provided by job applicants and employers in a lawful, transparent, and secure manner, in accordance with the General Data Protection Regulation (GDPR – Regulation EU 2016/679).

1. Information We Collect

- **From job applicants:** contact details, CV, professional experience, education, skills, job preferences.
- **From employers:** contact details, company information, job vacancies, job requirements.

2. Purpose of Collection and Processing

- To evaluate and promote candidates for suitable job positions.
- To inform employers about available candidates.
- To maintain communication with the involved parties.
- To comply with legal obligations.

3. Legal Basis for Processing

- Consent of the applicant/employer.
- Contractual necessity, when the data is required for the provision of our services.
- Legal obligation, where applicable.

4. Data Retention Period

- Candidate and employer information is kept for a maximum period of [e.g., 24 months] from the last communication, unless earlier deletion is requested.

5. Data Sharing

- Candidate data is shared only with employers upon explicit consent.
- We do not transfer data to third parties for commercial purposes.
- In the case of international collaborations, we take all necessary measures to ensure secure transfers in accordance with the GDPR.

6. Data Subject Rights

Individuals have the right to:

- Request access to their data.
- Correct or update their details.
- Request deletion ("right to be forgotten").
- Restrict or object to processing.
- Request data portability.

7. Security Measures

We implement technical and organizational measures to protect data from unauthorized access, alteration, or loss.

8. Contact

For any request regarding your personal data, you may contact our Data Protection Officer (DPO):

- **Email:** dpo@leadprocy.com
- **Phone:** +357 22265150

This policy may be amended to align with applicable legislation and practices.

[Greek Version/Ελληνική Έκδοση](#)