

## **JOB SEEKERS**

### **1. Purpose of personal data processing:**

- a) Personal data are being processed for the purpose of the selection procedure for filling a vacant position in the controller's company, as well as the inclusion of the applicant in the register of job seekers for the purpose of assessing the suitability of the applicant for the given job position.
- b) In a case where the applicant has given voluntary consent to the controller to archive CVs, the controller keeps the jobseeker on the register of jobseekers for a longer period of time, for the purpose of contacting the applicant on the occasion of future selection procedures.

### **2. Legality of personal data processing:**

- a) Personal data are processed pursuant to point (b) of Article 6 (1) of regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
- b) Personal data are processed pursuant to point (a) of Article 6 (1) of regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

### **3. Legal obligation of personal data processing:**

Following the above-mentioned purposes, personal data are being processed within the meaning of Article 11 of the Labour Code (Act No. 311/2001 Coll.).

### **4. List of personal data:**

- a) For the above-mentioned purposes, personal data are being processed in the scope of the job application in the form of personnel questionnaire provided by the controller, CV, documents and certificates of the type of education or qualification of the applicant, or other materials required in the job application.
- b) Consent of the data subject containing title, name, surname and signature of the data subject.

**5. Data subjects:**

Job seekers.

**6. The period for which the personal data will be stored:**

- a) Personal data are being processed for the period necessary to assess the suitability of the candidate for the job position.
- b) In a case where a voluntary consent to archive CV was given, personal data are being processed for the period of 2 years.

**7. Legitimate interests of the controller:**

Personal data are not being processed on the basis of legitimate interests of the controller.

**8. Transfer of personal data of data subjects to third countries:**

For the above-mentioned purposes, personal data are not being transferred to a third country.

**9. Technical and organizational security measures:**

Organizational and technical measures for the protection of personal data are processed in the internal regulations of the controller. Security measures are implemented in the areas of physical and object security, information security, cipher information protection, personal, administrative security and sensitive information protection, with precisely defined competences and responsibilities set out in the security policy.

**10. Categories of personal data:**

General category of personal data.

**11. Disclosure of personal data:**

Personal data are not being disclosed.

**12. Automated individual decision-making, including profiling:**

Automated individual decision-making, including profiling is not being carried out.

**13. Other authorised bodies:**

Other authorised bodies	Legal basis
Other authorised body	pursuant to point (c) of Article 6 (1) of regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of on the protection of

	natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
Central Office for Labour, Social Affairs and Family State administration and public authorities for control and supervision (e.g. labour inspectorate)	pursuant to point (c) of Article 6 (1) of regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
Court, law enforcement authorities	Act No. 99/1963 Coll., Civil Procedure Code, as amended Act No. 301/2005 Coll., Criminal Procedure Code, as amended

#### 14. Rights of data subjects:

The data subject has the right to request access to the personal data processed about him or her from the controller, the right to rectification of personal data, the right to erasure or restriction of the processing of personal data, the right to object to the processing of personal data, the right to data portability, as well as the right to file a petition with the supervisory authority. Where the controller processes personal data on the basis of the data subject's consent, **the data subject shall have the right to withdraw his or her consent to the processing of personal data at any time.** The withdrawal of consent shall not affect the lawfulness of the processing of personal data based on consent prior to its withdrawal. The data subject may exercise the rights by sending an email to the controller's address or by writing to the controller's address.