

Information for job applicants

Introductory information

Selection of suitable job applicants cannot be carried out without the processing of personal data, which we obtain directly from you, as you provide such data to us within the recruitment process, in an oral interview, in your curriculum vitae or in other documentation. In addition to that, we obtain and process, to a limited extent and always in accordance with the statutory requirements, the personal data of persons who were set forth as contact persons in your references and from publicly available sources such as public registers (e.g. the Insolvency Register).

Which of your personal data do we process and for what purpose? What is the legal basis and period for such processing?

If you are interested in working with us, we need to process the following personal data for such purpose:

- identification data: your name, surname, title, date of birth and gender
- contact information: personal data that you provide to us so that we can communicate with you, particularly your contact address, telephone number and e-mail address
- data associated with the performance of work, by which we mean information on your education, completed trainings, clean criminal record, health qualification, prior experience and references

In connection with the hiring of new employees, we process personal data for various purposes and in a varying scope. We concurrently process data on the basis of steps leading to the conclusion of a contract, on the basis of our legitimate interests and, as the case may be, on the basis of your consent.

On the basis of steps leading to the conclusion of a contract, we process your identification and contact data and data associated with performance of work for the purpose of evaluating job applications and conducting the recruitment process, specifically so that we can invite you to interviews and communicate with you, and so that we can assess your suitability for the given vacant position based on the provided materials. For these purposes, we process personal data for the period of duration of the recruitment process.

In certain cases, we process your personal data even after termination of the recruitment process, even if you were not successful in the process, so that we can contact you again if the selected candidate does not enter the given position for any reason or terminates the employment relationship in the trial period. In such a case, we process your personal data on the basis of our legitimate interest for the duration of the selected candidate's trial period only if you granted us consent to further processing in the database of applicants.

Based on our legitimate interests, we process your identification and contact data, as well as data associated with performance of work for the purpose of protecting our legal claims. You have the right to raise objections to such processing at any time; this right may be exercised in the manner described in detail below. For these purposes, we process personal data for the duration of the statute of limitations (maximum of ten years following termination of the recruitment process) of claims arising from or associated with the recruitment process. If court, administrative or other proceedings are initiated, we process your personal data in the scope necessary for the duration of such proceedings.

In what form is my personal data processed?

We process your personal data in electronic and paper form.

To whom can we provide your personal data?

We administrate your personal data within our organisation, whereas we transfer such data to third parties with your consent as a matter of principle. In certain cases, however, we are forced to transfer your personal data to other recipients even without your consent.

In certain cases, we are legally authorised to further make your data accessible. This particularly refers to disclosure of your data to bodies of the state administration.

In certain cases, we also use external contractors, particularly if this involves technical support for our information system. Processing of any of your personal data may occur in connection with such activities. External contractors are in the position of processors and have a concluded written contract with us that binds them to comply with strict principles when handling your data. In such a case, your consent is not required for the purposes of carrying out processing activities, as such processing is directly allowed by a legal regulation. Please be aware that we select our contractors according to strict criteria and you thus need not be concerned about your data.

As a matter of principle, we do not transfer your personal data abroad. This may happen only exceptionally if you grant us consent for such transfer or if it is required by a legal regulation.

What rights do you have in relation to your personal data?

As a data subject, the law confers on you a full range of rights. As a job applicant, you have the following rights in relation to your personal data.

Right of access to personal data

Of course, you have the right to know the kind of data pertaining to you that is being processed, the purpose and duration of such processing, where we obtained the data and whether and to whom we transfer the data. At the same time, you have the right to information on other rights pertaining to such data. This document in particular serves for your awareness in this regard; nevertheless, we are prepared to provide you with confirmation or clarification regarding any item of this information.

If you request it from us, we will also provide to you, without undue delay, a copy of your processed personal data. In connection with administrative costs, we are authorised to charge a proportionate fee for such copy, especially in the case that it is requested repeatedly. If you submit the request in electronic form, we will automatically assume that you are interested in provision of information also in electronic form. However, you have the option of requesting provision by other means. Please bear in mind that the rights of other persons cannot be adversely affected by the right to obtain a copy of processed personal data.

Right to correction of personal data

In the event you determine that the personal data that we process in relation to you is not accurate or complete, you have the right to request that we supplement or correct such data without undue delay.

Right to restriction of personal data processing

In certain cases, this right enables you to demand that certain items of your personal data be marked for restricted processing and thus not be the subject of further processing for a certain period. This is not the same as the right to deletion, as restriction of processing is not permanent. You have the right to demand restriction of the processing of your personal data in the case that:

- you refute the accuracy of your data that we are processing; restriction will be imposed for the period necessary to verify the accuracy of the data.
- processing is without a legal basis (e.g. beyond the scope of data that we are authorised to process), but you prefer restriction of processing instead of deletion because, for example, you anticipate that you will provide the data to us in the future.
- we no longer need to process your personal data, but you request the data for the purpose of determining, exercising or defending your legal claims.
- you raise an objection against processing (see the point of instruction on this right below).

If processing is restricted, data can be processed only with your consent or for the purpose of determining, exercising or defending legal claims, for the purpose of protecting the rights of another entity, whether a natural person or legal entity, or for important reasons in the public interest.

Right to raise objections against personal data processing

You can exercise the right to raise objections against the processing of personal data only in the situation when we would process any of your personal data in the public interest or on the basis of our legitimate interests or for the purposes of direct marketing. In such cases, you can raise an objection at any time. If that happens, we will further process your personal data only if we demonstrate serious, legitimate reasons for doing so (particularly if we need the data for determining, exercising or defending our legal claims). If, however, you raise an objection against data processing for the purpose of direct marketing, we will cease processing your data for such purpose without delay.

Right to file a complaint with the supervisory authority

Exercising the rights set forth above shall not in any way affect your right to file a complaint with the Office for Protection of Personal Data via the contact information set forth in the introduction to this document. You can find the current contact information on the website of the Office for Protection of Personal Data (www.uoou.cz). You can file a complaint at any time when you have doubts as to whether your personal data is being processed as it should be, i.e. if you believe your personal data is being processed without authorisation or in conflict with legal regulations.

Right to deletion

In certain cases, you, as the data subject, have the right to have your personal data deleted. We generally accede to deletion of your personal data when we no longer need such data or we do not have a legal reason to process it. Furthermore, we will delete your personal data if it was processed on the basis of consent and that consent has been withdrawn.

Please bear in mind that, even though this concerns one of the reasons for deletion, it does not mean that we will immediately delete all of your personal data. This right does not apply in the case that processing of personal data continues to be necessary for fulfilment of our legal obligations, archiving purposes, scientific or historical research or for statistical purposes, or for determining, exercising or defending our legal claims.

Right to withdraw consent

If this involves cases in which your personal data is processed on the basis of consent, you further have the right to withdraw your consent at any time. However, previous processing that we carried out prior to withdrawal of consent shall not be affected in any way by such withdrawal of consent.

How can individual rights be exercised?

In all matters associated with the processing of your personal data, whether that involves an enquiry, exercise of rights, filing of a complaint or anything else, you can contact our data protection officer using the following methods:

- by post or in-person upon prior agreement at the address EUC a.s., Evropská 859/115, 160 00 Prague 6
- by e-mail at the e-mail address **dpo@euc.cz**
- by telephone at +420 731 546 921 from 9:00 a.m. to 3:00 p.m. (not by SMS)

We will handle your request without undue delay, though within one month at the latest. In exceptional cases, particularly due to the complexity of your request, we are authorised to extend this period by two months. Of course, we will inform you of any such extension and the rationale for it.