



Information on Personal Data Processing for Job Applicants

Through this document, as the Controller - Škoda X s.r.o., registered office at Želetavská 1525/1, Michle, 140 00 Praha 4, Company ID No.: 05976359, registered in the Commercial Register of the Municipal Court in Prague under file No. C 274001 (hereinafter "**Škoda X**") – we are providing you with information on personal data processing and your rights relating to the relevant processing. This information also applies to the selection procedure for **HoppyGo s.r.o.**, ID No. 06628664 with registered office at Želetavská 1525/1, Michle, 140 00 Praha 4. The companies act as joint controllers in the processing of data, with Škoda X being the main contact for all related matters.

Employee recruitment

Purpose of processing:

- a) Assessment of suitability for the position, preparation of the necessary documentation prior to commencement of employment,
- b) storing candidate's data for future offers and to prevent repeated participation.

Description of purpose of processing:

In cooperation with Škoda Auto a.s., we carry out a selection procedure where the personal data you provide is processed for the purpose of assessing your suitability as a job applicant in relation to a specific position, including verification of the information you have provided us with (e.g. verification of publicly available sources, requesting documents or checking references from previous employers).

We also process personal data of unsuccessful job applicants who are considered for future employment in case they have granted us their consent to do so, to the extent of their CVs and other documents from the selection procedure. The CVs of other candidates and other documents are deleted after concluding the selection procedure. In order to reduce repetitive expression of interest and to keep a basic overview of the past selection procedures, we keep a record of personal data, including name and surname and the date of the selection procedure, for all candidates who have been unsuccessful in past selection procedures.

Similarly, we process the data of business partners (entrepreneurs) in order to process their requests and offers of cooperation.

Description of legal basis for processing:

The processing of personal data for the purpose of assessing suitability for the position and preparing the necessary documentation prior to the start of the employment relationship is necessary for the recruitment process and conclusion of the contract. We keep a record of potential suitable candidates for future offers on the basis of consent. We have a legitimate interest in keeping a record of all candidates, which is to prevent repeated participation in selection procedures and to keep a basic record of past selection procedures.

Categories of personal data that we process:

We collect personal data in the scope of CVs and other documents sent by candidates for a specific position through recruitment agencies and our own communication channels. Specifically, this includes identification data; contact data; descriptive data relating to employment, education, etc.; data necessary for the preparation of employment documentation.

Duration of processing and archiving:

We process personal data for the duration of the selection procedure. After concluding the selection procedure, we will erase your personal data except for your name, surname and date of the selection procedure, which we store for 3 years after concluding the selection procedure. For candidates who have granted their consent, we also keep CVs and other documents supplied for the purpose of future offers for a period of 1 year.

Categories of other processors or recipients to whom we may provide personal data:

Recruitment agencies, Škoda Auto a.s. (supplier of administrative activities related to HR services), software providers.

Origin of personal data:

Directly from you.

Transfer of personal data to third countries or international companies?

Within this specified processing, your personal data shall not be transferred to third countries or international companies.

Automated decision-making on the basis of personal data:

This will not occur during this processing.

Other information

Personal data may be subject to archiving in public interest and used for the purposes of scientific, historical or statistical research. Upon request, your personal data may be provided to public authorities, in particular courts, the Police of the Czech Republic and other law enforcement agencies to the extent necessary and within the limits of the law.



Your data protection rights

You have the following rights related to personal data processing:



Right of access to data



Right to withdraw consent



Right to rectification or completion of incorrect, inaccurate or incomplete data



Right to deletion of personal data in case of lapsed purpose or unlawful processing



Right to restriction or blocking of processing.



Right to copy of data in a structured machine-readable format for the data subject or another controller



Right to objection against the processing based on the legitimate interests in case you believe the processing is not legitimate



Right to not be subject to automated individual decision-making.



How you can exercise your rights?

You can use the following contacts for communication with Škoda X regarding protection of personal data



Electronic mail:

dpo@skoda-x.cz

or



In writing to:

Škoda X s.r.o.
To the attn. of the DPO
Želetavská 1525/1, Michle,
140 00 Praha 4

In relation to the exercising of your rights, Škoda X may request a reasonable fee not exceeding the costs necessary for handling requests, provided that such requests are manifestly unfounded or excessive.



Data Protection Officer

If you have any questions regarding the processing of personal data you can contact our Data Protection Officer.



www.skoda-x.cz

dpo@skoda-x.cz



Submission of a complaint

If you do not agree with the manner by which we process your personal data, you can file a complaint with the Data Protection Officer or the Office for the protection of personal data.



Úřad pro ochranu osobních údajů
Pplk. Sochora 27
170 00 Praha 7



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<http://www.uoou.cz/>