

## Information on the processing of personal data for job seekers

Dear candidates,

The security of your personal data and their processing in accordance with the provisions of applicable generally binding legal regulations, especially GDPR, is a priority for us. In connection with your interest in working for our company and the related transfer of relevant documents and personal data (such as your CV), we hereby provide you with information on the processing of your personal data, as follows:

### **A. Identification data of the personal data controller**

The administrator of your personal data is the company:

**dormakaba Česko s.r.o.**

Radlicka 714 / 113a,

158 00 Prague 5 - Jinonice,

+420602269895

[beata.burasova@dormakaba.com](mailto:beata.burasova@dormakaba.com)

### **B. How and for what purpose do we process your personal data?**

We process personal data obtained from you when establishing mutual contact, ie at the beginning of joint communication, or within the subsequent selection procedure. In the case of jobseekers, this happens when you apply within our recruitment process or when you send us your CV, cover letter and / or other information directly, for example via a contact e-mail.

We process personal data in order to evaluate the most suitable candidate for a specific job position, or in order to record the applicant's interest in employment in our company, provided that the applicant agrees to keep a resume and relevant (especially contact) data.

### **C. What personal data do we process?**

For the above purpose, we process your identification data (name, surname, date of birth), contact information (address, telephone, e-mail), information about your qualifications (information about education, previous work experience, abilities and skills) and other data, which you communicated to us in the provided CV or other document, or in mutual communication.

### **D. Legal basis for the processing of personal data**

We process personal data in accordance with the General Regulation on Personal Data Protection 2016/679 (GDPR) and related generally binding legal regulations, on the following legal basis:

#### ***1. Fulfillment of the contract or implementation of measures before the conclusion of the contract (Article 6 (1) (b) of the GDPR)***

Your personal data, which you provide to us, is used to select the most suitable candidate before concluding the contract. If we do not enter into an employment relationship with you, we will delete your personal data without undue delay after selecting another candidate, unless you give us consent to the processing of your personal data and the storage of a CV for this purpose for a specified period.

#### ***2. Legitimate interest (Article 6 (1) (f) of the GDPR)***

We may process your personal data on the basis of our legitimate interest in protecting our rights in connection with the possible assertion of claims arising from the relationship.

### **3. Your consent (Article 6 (1) (a) of the GDPR)**

We process your personal data to the extent specified above with your consent if you give us your consent to keep your CV and related contact details in order to establish cooperation in the future. The consent is granted for a maximum of 6 months and you can revoke it at any time.

The provision of your personal data is completely voluntary, but in the case of a selection procedure it is a prerequisite for the possibility of selecting the most suitable candidate for the relevant job position.

### **E. Recipients of personal data**

Your personal data in connection with the selection of employees will not be passed on to a third party, with the possible exception of companies belonging to the Dormakaba Group.

### **F. Transfers to third countries or international organizations**

Your personal data will not be transferred to a third country or international organization.

### **G. Storage Time**

We will keep your personal data for the duration of the recruitment process and in case of not being a successful in this recruitment process, your personal data will be deleted without undue delay. The procedure under the previous sentence does not apply if you give us your consent to the storage of your CV and related data; in this case, your personal data will be kept until further notice, but no longer than the period for which the consent was granted. After the expiration of this legal title, your personal data will be deleted without undue delay.

### **H. Your rights to personal data protection**

In accordance with generally binding legal regulations, you have the following rights in connection with the processing of personal data by our company:

1.1 Under the conditions set out in generally binding legal regulations, you have the right to access your personal data (ie the right to obtain information from us on whether we process your personal data and, if so, what data is involved and how it is processed). We also provide you with the above information in a general form through this communication. (Article 15 GDPR)

1.2 You have the right to correct inaccurate personal data. If you find that your personal data that we process does not correspond to the facts (eg name distortion, change of residence address), you have the right to request that we correct or supplement the relevant personal data. (Article 16 GDPR)

1.3 In certain cases, you also have the right to erase if:

- a. Your personal data is no longer needed for the purposes for which it was collected or otherwise processed.
- b. you withdraw the consent on the basis of which the relevant personal data were processed by us.
- c. you object to the processing of your personal data in the cases provided for by the relevant generally binding legal regulations and there are no overriding legitimate reasons for our processing.
- d. your personal data has been processed illegally, or
- e. Your personal data must be deleted in order to fulfill the legal obligation that applies to us. (Article 17 GDPR)

1.4 You have the right to restrict processing, provided that:

- a. you deny the accuracy of your personal information for the time necessary for us to verify the accuracy of your personal information.
- b. your personal data has been processed illegally and you are requesting a processing restriction instead of deleting it.

c. you have objected to the processing and in other cases provided for by the relevant generally binding legal regulations. (Article 18 GDPR)

1.5 You further have the right to object to the processing of personal data, which is based on our legitimate interest, and the right to the transferability of your personal data in cases stipulated by generally binding legal regulations. If you object, we will refrain from processing your personal data if we are unable to prove the existence of a legal reason for processing this data that takes precedence over your interests, rights and freedoms, and if it does not serve to enforce, exercise or protect our rights and legal obligations. claims. (Articles 20 and 21 of the GDPR)

1.6 You also have the right to lodge a complaint with the supervisory authority, which in the Czech Republic is the Office for Personal Data Protection ([www.uoou.cz](http://www.uoou.cz)), if you believe that the processing of your personal data is in conflict with legal regulations. In case of any doubts or questions regarding the processing of your personal data by us, you can contact us at any time through the above contacts.

### ***I. Automated decision making and profiling***

We do not use any automated decision-making processes or profiling for candidate recruitment purposes.