

INFORMATION ABOUT PERSONAL DATA PROCESSING – JOB APPLICANT

1. PREAMBLE

- 1.1 **SCS Software s.r.o.** with its registered office at Jihlavská 1558/21, Michle, 140 00 Praha 4, Czechia, Identification Number: 28181301, entered into Commercial Register maintained by the Prague City Court, Section C., Insert No. 131111 (“**Company**”) provides its job applicants with the following information in accordance with the requirements set out in Regulation (EU) 2016/679 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, “**GDPR**”).
- 1.2 Any terms undefined in this document which are defined in GDPR shall have the same meaning as in GDPR.

2. SCOPE OF DATA PROCESSING

The Company acquires personal data directly from the applicant or it can acquire such data from other sources (such as through references provided by the applicant, job agencies, etc.). Such data consist in particular of identification details of the applicant (such as name, address, electronic address, phone number, etc.) and data which are included in the professional CV of the applicant (such as education, experience, skills, references, etc.).

3. PURPOSE OF DATA PROCESSING AND LEGAL BASIS

- 3.1 The primary purpose of processing of personal data is to enable the Company to process the job application from the perspective of requirements for the position in question. Personal data of applicants may also be processed for the purpose of ensuring compliance with the applicable laws, including audits or answering requests of public authorities. Such processing of personal data is required to carry out the steps before conclusion of the employment contract and /or to comply with the requirements of applicable laws in accordance with Article 6 (1)(b) or (c) of the GDPR and therefore no consent of the applicant is necessary.
- 3.2 With the consent of the applicant the Company may enter the above personal data to its database of job applicants and contact the applicant in case a new position potentially suitable for the applicant is opened in the future. The applicant shall confirm his / her consent with such entering into the database and contacting in written form, or, in case of electronic job application, by checking the respective box in the online form.
- 3.3 Provision of personal data for the purposes under Article 3.1 of this document is voluntary, however, without provision of such personal data the Company is unable to process the job application and thus also to offer the applicant a job with the Company. Provision of personal data for the purposes under Article 3.2 of this document is voluntary.

4. RECIPIENTS

- 4.1 The applicants acknowledge that the Company may make the above personal data available in particular to other processors based on agreement with the Company (attorneys, accountants, salary accountants, auditors, tax and legal advisors, operators of virtual environment for the information system, etc.), for the duration and to the extent necessary for carrying out their activities on the basis of their contract with the Company.
- 4.2 The above parties process the personal data of applicants on the basis of data processing agreement concluded with the Company and are not permitted to process personal data for other purposes than those set out above, unless required by applicable laws.

5. DURATION OF PROCESSING

The Company processes the personal data only for the time period necessary to fulfill the above purposes of data processing. Processing for the purpose under Article 3.1 lasts until the closing of the position sought by the applicant, unless applicable laws require longer time period of processing. Processing for the purposes under Article 3.2 lasts as long as it can be reasonably anticipated that the applicant has interest in positions with the Company, in any case not longer than 2 years from the entering into the job applicants database, unless applicable laws require longer time period of processing. After the termination of processing all personal data are erased.

6. RIGHTS OF THE APPLICANTS

In relation to the personal data provided to the Company, applicants have the following rights:

- (a) Right of access: Each applicant shall have the right to obtain from the Company confirmation as to whether or not personal data concerning such applicant are being processed, and, where that is the case, to access such personal data and the related information, in particular concerning the purpose of personal data processing, its duration, categories of personal data processed and recipients to whom the personal data are disclosed. Such right to access may nevertheless be restricted based on the rights and freedoms of others.
- (b) Right to rectification: Upon request of the applicant, the Company shall correct inaccurate or amend incomplete personal data related to such applicant.
- (c) Right to erasure (Right to be forgotten): Under the conditions set out in GDPR, the Company shall, upon request of the applicant, erase the personal data for example in cases when such data are no longer necessary in relation to the purposes for which they were collected, they were processed based on the consent of applicant which was withdrawn, or they were processed unlawfully.
- (d) Right to restrictions of processing: Under the conditions set out in GDPR (for example when the accuracy of personal data is contested by the applicant or the personal data were unlawfully processed), the Company shall, upon request of the applicant, restrict processing of personal data concerning such applicant; in such case the Company shall process such personal data only for limited reasons set out in GDPR or other applicable laws.
- (e) Right to data portability: Under the conditions set out in GDPR and to the extent of technical capabilities of the Company, applicants shall have the right to receive the personal data they provided to the Company in a structured, commonly used and machine-readable format and to transmit those data to another controller without hindrance from the Company.
- (f) Right to withdraw consent: In case that the personal data of the applicant are processed based on his / her consent, the applicant shall have the right to withdraw such consent at any time in the same form and manner as the consent was originally given, or contact the Data Protection Officer for such purpose; lawfulness of personal data processing carried out prior to such withdrawal shall remain unaffected.
- (g) Right to contact the Data Protection Officer / Supervisory Authority: Applicants shall have right to contact Data Protection Officer of the Company at dataprotectionofficer@scssoft.com with inquiries and / or complaints regarding personal data processing. They shall also have the right to lodge a complaint with the Supervisory Authority (Czech Office for Protection of Personal Data).