

## **Information about the processing of job applicants' personal data**

### **For filing system: Filing system of Human Recourses and payrolls**

**Information about the processing of data subject's personal data under Paragraph 19 and Paragraph 20 of the Act No. 18/2018 Coll. on Personal Data Protection and on the amendment of certain other Acts (hereinafter referred to as the "Act") and Article 13 and 14 Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as the "Regulation")**

This information aims to provide knowledge about what personal data we process, how we deal with it, for which purposes we use it, whom we can provide, where you can obtain information about your personal data, and exercise your rights in the processing of personal data.

#### **Identity and contact data:**

The Controller who is processing your personal data is Terichem Tervakoski, a. s., Štúrová 101, 059 21 Svit email: gdpr@sk.tervakoskifilm.com (hereinafter referred to as the "Controller ")

#### **Contact details of the data protection officer supervising of the personal data processing:**

Email: Ing. Dominik Bartko, dpo3@proenergy.sk

### **1. Purpose of the personal data processing, legal basis and storage period**

**The purpose of the personal data processing is** to register the job applicants, to consider the suitability of the candidate for the given job position pursuant to point (b) of Paragraph 13 (1) of the Act, point (b) of Article 6 (1) of the Regulation and Article 11 of the Labor Code. Personal data is processed by the Controller for the time necessary to consider the suitability of the candidate for the given job position (maximum for 1 year).

In the event of the optional consent of data subject pursuant to the point (a) of Paragraph 13 (1) of the Act and the point (a) of Article 6 (1) of the Regulation, the Controller shall maintain a record of the job applicant for a longer period to participate in future selection procedures, in accordance with the consent given.

#### **The legitimate interests of the Controller or third party**

The processing of personal data for a purpose of the legitimate interests of the Controller or third party does not apply.

### **2. Identification of processed personal data of the data subjects**

Job applicants' personal data is processed in the scope of the job application, curriculum vitae, documents and certificates relating to the education or qualification of the job applicant, or other materials provided in connection with the job application.

### **3. Identification of recipients or categories of recipients**

The Controller may provide the personal data to:

Authorized entities (institutions/organizations) under specific legislation, e.g.:

- Health insurances;
- Social security;
- Tax authorities;
- Central Office of Labor, Social Affairs and Family;
- Supplementary pension savings banks;
- Pension Management Services;

- State administration and public authorities to exercise control and supervision (e.g. labor inspectorate);
- Court, law enforcement agencies;
- Bailiff or other entitled entity;

**4. Transfer of personal data to a third country/international organization**

A transfer of personal data to third countries or international organizations does not apply.

**5. Identification of the source of which the data were collected**

Directly from the data subject or his/her legal representative.

**6. Profiling**

The Controller does not process the personal data by profiling, or by other similar means based on automated individual decision-making.

**7. Rights of the data subject**

The data subject shall have the right to request from the Controller the access to processed personal data concerning him/her, the right to rectification of personal data, the right to personal data erasure or restriction, the right to object to the processing of personal data, the right not to be subject to a decision based solely on automated processing, including profiling, the right to data portability as well as the right to initiate the proceeding to supervisory authority. When the Controller processes the personal data based on data subject's consent, the data subject shall have the right to withdraw his or her consent to processing at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. The data subject can exercise his/her rights through sending an e-mail to e-mail address listed in identity and contact data, or sending the letter to address of the Controller.

**8. Obligation to provide the personal data**

It is optional to provide personal data in the case of the processing of personal data is based on the consent for the purpose to maintain a record of the job applicant, for participation in the future selection procedures of the data subject; in the absence of consent, the Controller will not process personal data longer than necessary to consider the suitability of the candidate for the given job position.

The provision of personal data processed under the Labor Code and specific legislation is a legal/contractual requirement, respectively the requirement needed for concluding the contract. The data subject is obliged to provide personal data; the Controller will not ensure the conclusion or the compliance with the contract if the data subject fails to provide personal data.