

Overview of Personal Data Processing for Job Applicants

according to Regulation (EU) 2016/679 of the European Parliament and 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 "GDPR Regulation") and Act No. 18/2018 Coll. on the protection of personal data and amending and supplementing certain Acts (hereinafter referred to as the "Data Protection Act").

The aim of this overview is to provide you with basic information about the processing of your personal data, how we handle it, the purposes for which we use it, to whom we may disclose it, where you can obtain information about your personal data, and how to exercise your rights regarding the processing of personal data.

Complete information is available at the HR department or at the contact address provided below.

Identification and contact details

The controller processing your personal data is Terichem Tervakoski, a. s. Štúrova 101, 059 21 Svit, ID: 31 705 472 (hereinafter referred to as the "Controller").

In case of any ambiguities, questions regarding the processing of your personal data, suggestions, or complaints if you believe that we process your personal data unlawfully or unfairly, or to exercise any of your rights, you can contact us at any time by sending an email to: gdpr@sk.tervakoskifilm.com, or in writing to the address of the Controller.

Contact details of the Data Protection Officer supervising the processing of personal data: dpo3@proenergy.sk.

Basic overview of processing activities

We may process your personal data within the following processing activities (filling systems - FS):

Name and description of processing activity – purpose and legal basis, other important facts	Categories of data subjects	Categories of personal data	Retention period	Categories of recipients (external)
Recruitment – if you are applying for a position with us, we may process the personal data you provided in your CV for the purpose of assessing your suitability for the desired job position. Processing is carried out within the framework of pre-contractual relations at your request, and, if you have expressed interest in participating in subsequent recruitment processes, also based on your voluntary consent.	job applicants.	<ul style="list-style-type: none">personal data (in particular identification and contact data, photograph, information regarding professional and personal life, behavioral data (e.g., habits, preferences), financial data (e.g., requested/offered salary)),sensitive personal data (proof of integrity from submitted criminal record extracts).	1 year.	(1) Labour, Social Affairs and Family Office (e.g., for the purpose of issuing a certificate of job seeking), other authorized entity.

<p>Technical and organizational measures – in order to ensure your security as well as ours (including your personal data), to demonstrate compliance with our legal obligations, and to assert, exercise, or defend our legal claims or the claims of third parties, we may process records containing your personal data. These may include, for example:</p> <ul style="list-style-type: none"> -records of your consent to data processing, -records of fulfillment of our information obligations towards you, -records of handling your requests, -records of authorized/assigned accesses and assets and their use, if we have granted/assigned them to you, -records necessary for investigating security incidents and data protection breaches, -records (confirmations) of training provided to you, -records of confidentiality commitments you have made, -records if you were part of our control activities or audits, -other records related to the implementation of adopted technical and organizational measures. <p>Processing is carried out in the legitimate interest of the controller and also as an obligation arising from the GDPR. The records may be used to establish accountability towards you and as evidence for asserting, exercising, or defending the legal claims of the controller or a third party (especially in connection with threats or breaches to security, including the protection of human life and health, property, financial or material damage, interruption of operations, damage to reputation, leakage of know-how, etc.).</p>	<p>employees, data protection officer, applicants exercising their rights, persons towards whom the controller fulfills obligations arising from the GDPR, persons involved in or addressed in connection with a security incident, processors, other external entities (for example, persons consulted on the issue – consultants, auditors, lawyers), employees of authorities under specific legal regulations (e.g., employees of the supervisory authority in the context of consulting or control activities), etc.</p>	<p>• personal data (standard – identification, contact data, which, depending on the nature of the matter being addressed, may be supplemented with other necessary data of various types – e.g., login information, data related to user/offender behavior (e.g., login/logout logs, activities), data necessary to verify the identity of the person exercising their rights, data indicating breaches of internal regulations (e.g., circumventing security settings, etc.), and similar).</p>	<p>According to the chapter "Record Keeping and Archiving" of the Personal Data Protection Policy and the Information Security Policy (most records are kept for 3 years or less, records concerning deletions or containing contracts for 5 years, and some records permanently – e.g., those related to the handling of security incidents, impact assessments, notifications to data subjects, etc.).</p>	<p>(1a,5) data protection officer, supervisory authority of SR, (1b,5) police, the Prosecutor's Office of the Slovak Republic, courts of SR, (1c) other authorized authority.</p>
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Obligation to provide personal data,

The obligation to provide personal data varies for each of the processing activities mentioned above. In cases where the processing is based on your voluntary consent, you are not obliged to provide personal data.

However, by not providing them, for example, you may not be able to use our service that is based on consent, or you may not be able to benefit from it.

In cases where the processing is a legal or contractual requirement, or a task that we are obligated to perform in the public interest, you are required to provide us with personal data. Failure to do so may result in a breach of the law or hinder the use of our services, as we will not be able to fulfill our legal/contractual obligations.

The provision of personal data processed within our legitimate interest is mandatory, but you have the right to object to such processing. We will always properly assess your request, but it is possible that, in certain cases, we will not be able to comply with your request, and the provision of personal data will remain mandatory. Similarly, when we carry out profiling, you have the right to request that you are not included in it.

The transfer of personal data to a third country/international organization is not carried out.

Profiling is not carried out.

Additional information

Data from some of the above-mentioned processing operations may be used, where applicable and to the necessary extent, to prove, enforce, or defend our legal claims, or the legal claims of third parties (for example, providing data to law enforcement authorities, executors, lawyers, etc.), within judicial or extrajudicial proceedings, debt collection, etc. Some obtained personal data (e.g., confirmations, records, other documents confirming a particular fact, etc.) may be retained and used as "evidence" for audit purposes, third-party control activities, or for verifying the proper fulfillment of the Controller's obligations under legislative requirements or other requirements (contractual, sectoral, etc.).

Your rights

As a data subject whose personal data we process, you have the following rights under the GDPR Regulation and the Data Protection Act in connection with the processing of personal data: the right to request access to your personal data being processed, the right to correct (or supplement) personal data, the right to erasure or rectification personal data processing, the right to object to the processing of personal data, the right to the ineffectiveness of automated individual decision-making, including profiling, the right to data portability, the right to withdraw consent to the processing of personal data. If you decide to exercise any of your rights, you can use our request form available in the complete information on the processing of your personal data. If you are not satisfied with our response or believe that we have violated your rights or process your personal data unfairly or unlawfully, you have the right to file a complaint with the supervisory authority, which is the Authority of data protection of the Slovak Republic.