

INFORMATION ON THE PROTECTION OF THE PERSONAL DATA OF JOB- SEEKERS

– RÖDL & PARTNER



1. Introduction

We would like to provide you with basic information regarding the processing and protection of your personal data that we have received from you as an applicant for a job or other position in one of our companies within the Rödl & Partner Czech Republic group.

2. The Rödl & Partner Group and personal data processing

The companies Rödl & Partner Audit, s.r.o., ID No.: 26190486, Rödl & Partner, advokáti, s.r.o., ID NO.: 25064690, Rödl & Partner Tax, k.s., ID No.: 61246115, Rödl & Partner, k.s., ID No.: 64572072, Rödl & Partner Optimus Consult a.s., ID No.: 43004571, and Rödl & Partner Consulting & Valuation, s.r.o., ID No.: 25724231, all with their registered office at Platněřská 2, 110 00, Prague 1 – Staré Město, are members of the Rödl & Partner Czech Republic Group and the global Rödl & Partner Group and together they are the joint controllers of your personal data (“controller”).

General information on the processing of personal data by the Rödl & Partner Group in the Czech Republic may be found at the following [link](#).

We process your personal data based on and in compliance with the relevant legislation, namely Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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/ES (General Data Protection Regulation), (the “Regulation”) and Czech national legislation implementing certain aspects of the Regulation.

3. Contact details

Should you have any questions or requirements concerning your personal data or should you wish to exercise your rights as a data subject, please contact us:

- In writing by sending us a letter or notification, or in person at our registered office: Platněřská 2, 110 00 Prague 1;
- Electronically by sending us an email to data-protection@roedl.com;
- By telephone, by calling: +420 236 163 111;
- In person at our HR Department – Ing. Zuzana Hořková, Senior Associate, HR Manager.

4. Processing of the personal data of job-seekers

Legal basis and purposes of processing

If you contact us as a job-seeker (candidate) interested in **a specific position at one of our Rödl & Partner Group companies in the Czech Republic**, we will process your personal data as joint controllers for the purpose of conducting the selection procedure for contract negotiations.

Should you wish us to maintain your personal data in our database **independent of any specific position or selection procedure**, we will legally process your personal data based on your **explicit consent**. In cases where consent is granted, the purposes of processing are the following:

- Keeping the candidate, or his/her personal data, in the controller's candidate database;
- Assessing a candidate's suitability for a particular position;
- Contacting the candidate by the controller in the event that the controller considers the candidate to be a suitable candidate for a position with a company of the Rödl & Partner Group in the Czech Republic for which the controller will be conducting the relevant selection procedure, or for the purpose of other information regarding recruitment.

Such consent is granted for a maximum of **3 years**. The consent is voluntary and may be revoked at any time.

You may also send us your CV through the online platform www.jobs.cz or roedl.jobs.cz, through which you may grant the above-described consent electronically.

We may also process your personal data for the purpose of defending the legal interests of the controller in any legal dispute with the job-seeker on the grounds of safeguarding the controller's legitimate interests.

Should you visit us in person at our branches in Prague or Brno, we process your personal data from the security camera (CCTV) system on the basis of the legitimate interest of the controller for the purpose of protecting property and ensuring the security of persons and information. For more information, please see the following [link](#).

We do not use your personal data for profiling or automated individual decision-making.

Scope of processing

Rödl & Partner

For the purposes of the selection procedure, we generally process data from your CV or other sources, i.e. in particular:

- Your identification and contact details (academic title, name, surname, email address, telephone number, address of residence or other contact address);
- Information about your education, professional development, specialization, skills, language skills;
- A photograph, if it is part of your CV;
- Information on your civic integrity (i.e. clean criminal record etc.) (if required by the position concerned or by law);
- Data on the persons (name, surname, contact details) you have set forth on your CV or in the context of a selection procedure for the purpose of providing references for you (the controller assumes that these persons have given their prior consent to such communication), including the information they have provided to us;
- Information published on your LinkedIn profile (if you connect with us or have a public profile) or on www.jobs.cz;
- Information on the progress of the selection procedure;
- Any other information you provide to us on your CV or in documents you send us in paper or electronic form, or which you otherwise provide to us.

If you give us your consent, we will keep the above data and information (with the exception of data provided on LinkedIn and www.jobs.cz) in our database for the purpose of the next possible selection process (see above for consent).

Recipients and processors

If you send us your CV or otherwise communicate with us via www.jobs.cz or roedl.jobs.cz, we process your personal data in the Teamio application of the processor - LMC s.r.o. as the personal data processor.

Another processor of your personal data is Rödl Global Digital Services GmbH, Nuremberg, Germany, which provides IT infrastructure and manages the infrastructure for our entire Rödl & Partner group in the Czech Republic.

Other recipients of your personal data may also include our advisors and consultants (tax, legal, auditors), state authorities if required by law, couriers and messengers, and the Czech Post Office.

Fundamentally, we do not transfer your personal data to third countries, your data is only processed in the EU, i.e. in the Czech Republic, or in Germany as part of the processing for the provision of information infrastructure management by Rödl Global Digital Services GmbH.

If we should provide your personal data into other countries, we will inform you.

Processing time

We keep the personal data of job-seekers for the duration of the selection procedure (after which we delete your data within 6 months at the latest) or for the period of your consent (maximum 3 years), if granted.

In the event that we need to assert or defend our claims before a court or other public authority, then personal data may be processed for the duration of such proceedings.

5. Processing of personal data in the context of the use of the security camera system

If you visit us at our Prague or Brno branches in person, your personal data may be processed within the context of the security camera system. For more information, please see the following [link](#).

6. What are your rights as a data subject?

If we process your personal data, you have the following rights against us within the meaning of Articles 15 to 22 of the Regulation:

- **The right of access to personal data**, i.e. the right to request confirmation as to whether or not your personal data is being processed and, if it is being processed, the right to obtain access to that personal data and information about its processing;
- **The right to rectification of personal data** if the data is inaccurate or incorrect;
- **The right to erasure** of personal data, where we will erase your personal data if they are no longer necessary for the purposes for which they were collected or otherwise processed, or if you discover that they have been processed unlawfully, or if you raise a legitimate objection, unless there are other lawful grounds for processing the data;
- **The right to restrict the processing of personal data**, which means that we may temporarily make your data inaccessible, delete it or otherwise restrict its processing;
- **The right to data portability**, where we provide your personal data that are being processed under a contract or on the basis of consent to a third party, provided that this is permitted by law and is technically feasible;
- **The right to raise against us an objection against the processing** of personal data being processed in support of our legitimate interests, after which objection the processing of your personal data will be terminated unless it is demonstrated that there are compelling legitimate grounds for the processing which override your interests, rights and freedoms or if the personal data is being processed for the establishment, exercise or defence of legal claims. You can also object to direct marketing (including profiling), which we, however, do not use with regard to job-seekers. If you raise an objection to the processing of your personal data, please provide reasons why we should not process your personal data in the manner in which we currently process the data.

In addition to the above, you also have the right to file a complaint with the supervisory authority, which is the **Úřad pro ochranu osobních údajů (Office for Personal Data Protection)**, address: Pplk. Sochora 27, 170 00 Prague 7, email address: posta@uouu.cz.

You may exercise the above-described rights with regard to our company in the manner set out in clause 3 above.

Rödl & Partner reserves the right to amend this information.

Updated on: 18 March 2022