

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

– RÖDL & PARTNER CONSULTING &
VALUATION, S.R.O.



1. Introduction

We would like to provide you with basic information regarding the processing and protection of your personal data that we have obtained from you, as a candidate for whom we arrange a job or other position with our clients.

2. Rödl & Partner Consulting & Valuation, s.r.o. and personal data processing

Our company, Rödl & Partner Consulting & Valuation, s.r.o., with its registered office at Platněřská 2, 110 00 Prague 1, ID No.: 25724231, registered in the Commercial Register of the Metropolitan Court in Prague, File No. C64494, is part of the Rödl & Partner Czech Republic Group and the global Rödl & Partner Group. Rödl & Partner Consulting & Valuation s.r.o. is the controller of your personal data (the “Controller”).

General information on the processing of personal data by 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: Platnéřská 2, 110 00 Prague 1;
- Electronically by sending us an email to: recruitment@roedl.com;
- By telephone, by calling: +420 236 163 111.

4. Processing of the personal data of job-seekers

Legal basis and purposes of processing

If you are a job-seeker – candidate that could fill a position opened by our client and if you have sent us your curriculum vitae (CV) and relating data, we are also a controller of your personal data.

If you turn to us as a job-seeker (candidate) interested in a **specific position** with our client (the potential employer), we will process your personal data as part of the selection procedure for a specific vacancy.

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 prospective employer or client for which the controller will be conducting the relevant selection procedure.

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.

In the event 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

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

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- Your identification and contact details (name, surname, e-mail 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 the 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;
- Publicly available information related to the position, i.e. in particular information and data from your profile on LinkedIn or another professional network or portal (e.g. 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 consent to us storing information about you in our database for the purpose of assessing you as a candidate for the next potential selection procedure, we will process your personal data to the extent indicated above (please see above with regard to consent).

Based on your consent, we may also publish your anonymised professional profile in our HR News newsletter sent to our clients, but we do not include your identification and contact details.

Recipients and processors

If you send us your CV or otherwise communicate with us via the web platform 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.

Other processors may consist of the job portals through which we search for candidates, and additionally 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.

We will, of course, pass on your data to the potential employer for whom we are conducting the selection procedure. Such an employer is in the position of an independent data controller of your personal data.

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

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.

In the event that we are conducting a selection procedure for a foreign client - a potential employer, your data may also be transferred abroad (basically within the EU or Switzerland).

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 are processing 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 the processing of the data;
- **The right to have** personal data concerning you **rectified**, if your personal data has been recorded inaccurately or if the data are not true;
- **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.

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