

PERSONAL DATA PROTECTION POLICY
INFORMATION PROVIDED TO DATA SUBJECTS (JOB APPLICANTS)

Bányaiová Vožehová, s.r.o., advokátní kancelář, Company ID No.: 24682098, having its registered address at Prague 2, Lazarská 13/8, PSČ 12000, entered in the commercial register maintained by Prague City Court, section C, entry no. 165725 (hereinafter referred to as the “**Company**”), which in its activities as a controller of personal data processes the personal data of natural persons (data subjects), pursuant to Regulation (EC) 2016/679 of the European Parliament and of the Council (hereinafter referred to as the “**GDPR**”), hereby in accordance with Article 13 of the GDPR provides the following information to data subjects (job applicants).

(Personal data are provided and processed also in the event that a selection procedure is carried out for the position of a collaborating lawyer, with whom, however, no employment contract or any of the agreements on work performed outside an employment relationship will be concluded. All of the following on the processing of job applicants’ personal data therefore applies similarly to applicants for collaboration from among independent lawyers.)

1. WHAT PERSONAL DATA DO WE PROCESS?

The Company processes the following personal data of job applicants:

- name and surname, address, date of birth, email address, phone number, level of education (qualifications, experience), driving licence and any other personal data depending on what information the job applicant provides about him/herself.

2. FOR WHAT PURPOSES DO WE PROCESS PERSONAL DATA AND WHAT IS THE LEGAL BASIS FOR PROCESSING?

Personal data are processed for the requirements of a selection procedure which is carried out for the purpose of establishing an employment relationship between the chosen job applicant and the Company. This is therefore the processing of personal data in connection with and prior to the conclusion of an employment contract (or any of the agreements on work performed outside an employment relationship), on the basis of Article 6 (1b) of the GDPR.

The Company processes and stores the aforementioned data also on the basis of its legitimate interest in order to protect its rights, especially in defence against your legal claims against the Company, or for the Company’s potential legal claims against you, on the basis of Article 6 (1f) of the GDPR.

3. DURATION OF PERSONAL DATA PROCESSING

Job applicants’ personal data shall be processed for the entire duration of the selection procedure, i.e. until the applicant is notified of the result of the selection procedure.

If an applicant is not chosen to enter into an employment relationship with the Company, due to the aforementioned legitimate interest of the Company his/her personal data shall be processed for 6 months from the end of the selection procedure (the applicant being notified of the result of the selection procedure) and, where appropriate, for the entire duration of related judicial or other proceedings.

If an applicant is chosen to enter into an employment relationship with the Company, his/her personal data shall be further processed for the purpose of entering into an employment contract (or any of the agreements on work performed outside an employment relationship) and for its performance and the Company shall continue to process his/her personal data as the personal data of its employee. The chosen applicant (employee) shall be subsequently informed by the Company about the scope, purpose, grounds and duration of this data processing (and about other compulsorily communicated information) in a separate document. If, for any reason, an employment contract (or any of the agreements on work performed outside an employment relationship) is not concluded between a chosen applicant and the Company, due in particular to the aforementioned legitimate interest of the Company the applicant's personal data shall be processed for 6 months from the end of the selection procedure (the end of the negotiations on the conclusion of an employment contract/agreement) and, where appropriate, for the entire duration of related judicial or other proceedings.

As soon as the purpose of the processing ceases or the Company no longer has any legal reason to process the personal data, the Company shall erase them.

4. FURTHER INFORMATION ON THE PROCESSING OF PERSONAL DATA (RECIPIENTS OF PERSONAL DATA)

The Company may also pass on your personal data to other entities:

- collaborating lawyers and external suppliers of services, for example accounting, tax, and other consulting services, as well as IT services and services related to network and database management, etc.,
- entities to which the Company is required to provide data on the basis of legal regulations (public authorities, Czech Bar Association bodies, etc.).

5. YOUR RIGHTS IN CONNECTION WITH THE PROCESSING OF PERSONAL DATA

You have in particular the following rights in connection with the processing of personal data:

- a) The right to obtain from the Company confirmation as to whether or not your personal data are being processed and, where that is the case, the data subject has the right to obtain access to the personal data (for more details see Article 15 of the GDPR).
- b) The right to obtain from the Company without undue delay the rectification of inaccurate personal data. Taking into account the purposes of the processing the data subject has the right to have incomplete personal data completed, including by means of providing a supplementary statement (for more details see Article 16 of the GDPR).
- c) The right to obtain from the Company the erasure of personal data if any of the reasons specified in Article 17 of the GDPR are met, for example if the personal data are no longer needed for the purpose of the processing.
- d) The right to obtain from the Company the restriction of processing in cases specified in Article 18 of the GDPR, for example, if the data subject contests the accuracy of the personal data, for a period enabling the Company to verify the accuracy of the personal data, if the Company no longer needs the personal data for the purpose of the processing but the data subject requests them for the establishment, exercise or defence of legal claims.

- e) The right to data portability, under the conditions specified in Article 20 of the GDPR.
- f) The right to object to the processing of the personal data concerning you, under the conditions specified in Article 21 of the GDPR, i.e. in particular with regard to data that are processed on the basis of and for the purposes of the Company's legitimate interest.
- g) The right to not be subject to a decision based solely on automated processing, including profiling, within the meaning of Article 22 of the GDPR.
- h) The right to file a complaint with the relevant supervisory authority if the data subject believes that the processing of personal data is contrary to law. The relevant supervisory authority in the Czech Republic is the Office for Personal Data Protection. For more information see www.uoou.cz.

6. REQUIREMENT FOR THE PROVISION OF PERSONAL DATA

Job applicants as data subjects are not required to provide their personal data. If, however, they do not provide their personal data, they cannot be assessed in the selection procedure for their suitability for the particular position that they are applying for and an employment contract (or any of the agreements on work performed outside an employment relationship) cannot subsequently be negotiated and concluded with them.

7. CONTACT DETAILS OF THE COMPANY

In all matters concerning the protection of personal data and related matters, please contact the Company in one of the following ways.

- in writing to the Company's registered address: Praha 2, Lazarská 13/8, PSČ 12000,
- by email sent to the email address: lawoffice@bvlaw.cz,
- by phone on number +420 222 513 681.