

PRIVACY NOTICE FOR JOB APPLICANTS

V24 Media s.r.o. (“**V24 Media**” or “**we**”) is committed to the highest standards of ethical business conduct. We strive to achieve our targets while keeping our conduct responsible and lawful. In order to reach that, the lawfulness of the processing of our data stays at the heart of our conduct.

Personal data means any information which identifies you or could be used to identify you. This Privacy Notice provides you with transparent information about how we process your personal data in connection with our business activities regarding recruitment and selection process, which necessarily involves collecting and using information about job applicants (“**applicant(s)**” or “**you**”). This Privacy Notice further provides the information about how the processing of your personal data is carried out, about the use and purposes of our processing activities and also and also informs you about your rights as a data subject and about the way you can exercise your data subject rights.

The balance between our needs and the applicant’s right to respect for his or her private life is duly observed throughout our recruitment process.

1. Identity and Contact Details of the Controller

The controller of your personal data is the company **V24 Media s.r.o.**, with its registered seat at Ostrovní 126/30, Nové Město, 110 00 Praha 1, Company ID No. 06661394, registered with the Commercial Register kept by the Municipal Court in Prague, Section C, Entry No. 286529 is a data controller, processing your personal data in connection with the above mentioned activities.

The Controller’s contact information can be found here: <https://www.v24media.cz/en/#contact>

2. Purpose, Legal Ground, Extent and Period of Personal Data Processing

Any personal data processing is limited to the extent necessary with regards to types and categories of personal data and period of processing necessary for a given purpose. We make sure we keep your data accurate and implement all necessary measures to protect the data against any unauthorized access and make sure your data are processed in the least intrusive manner possible.

2.1. **Purpose.** We use your personal data mainly for the purposes of our recruitment and selection process, evaluation of applicants, to contact applicants with relevant job offers and also in employment contract negotiations, including concluding an employment contract, as described below. This is done by collecting, storing and organising your personal data in our systems, comparing them to check that they are accurate as well as altering them to keep them updated and unless there is a legal ground for their processing, destroying them. We do not make fully automated decisions in our recruitment process. We make sure that we only process your personal data strictly needed for a given purpose.

2.2. **Legal Ground, Extent and Period.** As a general rule, we keep your personal data for the period of three years or as may be necessary to reach the purpose of your data processing.

2.2.1. **Consent.** If you wish to enrol in our general recruitment and selection process (i.e. in relation to no specific working position) and therefore fill out and submit the job application form on our website (<https://www.v24media.cz/en/#career>) together with your *curriculum vitae* (CV), we will ask you to provide us with the consent to process your personal data, particularly in the following extent:

- (i) identification data – name, surname, address, national security No., identification document number;
- (ii) contact data – email address, telephone number, address; and

- (iii) other data contained in your CV – particularly data regarding your previous employment (employer, work experience, position, salary), education, hobbies and interests, language and other skills, certificates, drivers licence, your photography, etc.

Retention period

We keep your personal data only for the duration of the given consent, i.e. for 3 years, or until you decide to withdraw your consent. You have the right to withdraw your consent at any time. For more details on consent withdrawal, please see section 5.6 below.

2.2.2. Performance of a contract. In case you have applied to a given working position within V24 Media and submitted a job application specifically thereto, we have to process your personal data for the purpose of the employment contract negotiations. In the process of employment contract negotiations we process all categories of your personal data as defined in the section 2.2.1 above and also references about you from a third party, such as a present or previous employer to us, which will generally involve the disclosure of your personal data. In order to gain a confidence that information on your previous working experience is correct we might ask for a reference to confirm that what you tell us is correct. In such case we would ask you to give us your prior written consent to ask for reference. In case any inconsistencies are identified between the information provided by you and the references we receive, you would be given an opportunity to provide an explanation of the inconsistencies. Data in relation to employment contract negotiations independently obtained through background checks or provided by other third parties;

Retention period

We keep your personal data only for the period of employment contract negotiations and delete them as soon as it is clear that the offer of employment will not be made or is not accepted by you.

3. Data Processing Safeguards - How do we protect your data?

3.1. In order to make sure that your rights and freedoms are not put at risk and the compliance with relevant laws and regulations in the field of data protection is observed, we have implemented appropriate technical and organisational measures to ensure a sufficient level of security to the personal data processing. These measures consist in regular training and testing of our employees and partners, introduction of relevant policies and processes. Also we make sure we carefully assess our suppliers in order to provide adequate level of protection to your personal data. When we receive your electronic job application, whether for a specific working position or just a general one, we store it securely with access limited only to those involved in the recruitment process.

4. Recipients - To whom do we disclose your data?

Depending on the purpose of processing and need to meet our legal obligations we might disclose your personal data to certain categories of third parties, namely:

- our affiliated companies;
- competent public bodies and authorities (e.g. investigative authorities, tax authorities, competent courts) for the purposes of complying with our legal obligations;
- our external consultants, auditors or legal advisers for the purpose of protection of our legitimate interests; and
- our external service suppliers to the extent strictly necessary.

We only disclose your data to the extent necessary and in a form that is required to achieve a given purpose.

In order to conduct our business we have to process your personal data in accordance with the conditions presented in this Privacy Notice.

5. Your Rights

- 5.1. **Right to receive information.** You have a right to receive information at any time regarding the purposes of using, categories and source, recipients and storage periods of your personal data and your rights.
- 5.2. **Right to access.** You have the right to access your personal data, including the right to obtain a copy of your personal data we process.
- 5.3. **Right to portability.** We avoid processing your personal data by automated means. However, in case we would process your personal data collected based on your consent by automated means, you have a right to portability of your data which you have provided to us or data we process based on your consent and which are processed by automated means. We will provide you that data in a secure Excel file, which is machine-readable, so you can store it or disclose it to other service providers. You may also provide your data obtained from other companies to us. You may also request we provide that your personal data to another controller – however, we can only do that when the transmission is technically possible. As the Excel file contains your personal data, please store the personal data securely on your device.
- 5.4. **Right to rectification.** We keep your personal data up to date, by asking you to review it from time-to-time and when required by law. However, if you find any data we have about you is incorrect, you can request **rectification of inaccurate data** and you can have incomplete data completed or additional data provided via contacts defined above. You can ask for **restriction** of your data processing if the accuracy of your personal data is contested for a period allowing us to verify the accuracy.
- 5.5. **Right to restriction of processing.** That means we will store your data, but not use it for anything else. If you have obtained restriction of processing, you will be informed before the restriction of processing is lifted.
- 5.6. **Right to withdraw consent.** If you give us consent with the processing of your personal data (see section 2.2.1 above), you have the right to withdraw your consent at any time. If you wish to withdraw your consent, please contact us on the following email address: info@v24media.cz. Please note that the withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.
- 5.7. **Right to erasure.** You also have a right to request erasure of your personal data. You can exercise both right to erasure and the above mentioned right to restriction of processing on conditions specified by law.
- 5.8. **Right to object.** Wherever we rely on our legitimate interest to use your personal data, we have to take into account and acknowledge your interests and rights under data protection law. Your privacy rights are always protected by sufficient safeguards and balanced with your rights and freedoms. If you wish to submit an objection against your personal data processing based on our legitimate interest please contact us at the following email address: info@v24media.cz. Please note that we can continue processing if we find our legitimate interest is balanced with your rights and freedoms. If your objection is sustained, it may stop us from processing your personal data for a given purpose.
- 5.9. You have a **right contact us** at any time, if you believe your rights under data protection law have been violated. For that purpose the following email address: info@v24media.cz
- 5.10. You also have a **right to lodge a complaint** with the competent Data Protection Authority, the **Office for Personal Data Protection**, Pplk. Sochora 27, 170 00 Praha 7 or to turn to a competent court if you believe your rights with regards to the personal data processing have been violated.

Updates

We keep our Privacy Notice under review and may change it from time to time (mostly to comply with the law and data protection practices). Updated versions will be published on our webpage. This notice was last updated on May 18, 2018.