

Processing of personal data at BenThor automation s.r.o.:

Information for job applicants

The company BenThor automation s.r.o., with its registered office at Konviktska 291/24, Stare Mesto, 110 00 Praha, Czech Republic, ID No.: 03676234 in the commercial register administered by the Municipal Court in Prague in Section C insert 235982 (hereinafter referred to as “BenThor automation s.r.o.”), hereby provides job applicants with information on processing of personal data in connection with the 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/EC, which imposes new requirements in the field of personal data protection (hereinafter just “**GDPR**”).

The company BenThor automation s.r.o. is also referred to as “our company” or “we”.

- 1.1.** Please pay attention to the following information, which should provide you, in the form of questions and answers, with a basic overview of the conditions and extent of processing of your personal data in connection with your interest to participate in the recruitment process at our company. Please direct any further questions you may have about the processing of personal data to info@benthor.tech.

Our company’s recruitment procedure means the process of transferring data from the moment we contact you or you contact us for the purpose of concluding an employment or other similar contract (e.g. contract for services, contract for work, cooperation agreement, etc.) (hereinafter referred to as the “contract”, until a successful candidate is selected or the selection process is concluded in another way.

- 1.2.** Applicants’ CVs can be sent in PDF form to the company’s e-mail address info@benthor.tech

As a data subject and job applicant, you always have the option to choose whether you are interested in participating in only one recruitment procedure, or whether you are interested in keeping your personal data for future recruitment procedures for a specified period of time, or whether your personal data can also be provided to companies within the employer’s group.

2. Who is the controller of your personal data?

- 2.1.** The controller of personal data is the company BenThor automation s.r.o..
- 2.2.** The post of a personal data protection officer is not established in the company. Details concerning the processing of your personal data will be provided or made available to you at any time at the following contact telephone numbers or at the e-mail address info@benthor.tech.

3. What data do we process?

- 3.1.** In order to participate in the recruitment process, only the basic contact details of job applicant are required, as well as information regarding education, work experience, length of experience, skills and abilities. Other data are not processed in connection with the recruitment process.
- 3.2.** Special categories of personal data are not the subject of processing, more precisely these are processed only on the basis of your explicit consent, if these are necessary for the future

performing of obligations arising from the employment relationship (e.g. information on reduced capacity to work or health condition). These data are processed as data voluntarily provided by the data subject within the meaning of Article 9 paragraph 2 letter e) of the GDPR. In this field, however, the requirement to absolutely minimise the extent of the data processed, is always applied.

4. Why do we process your personal data and what purposes for?

- 4.1. We will only process your personal data for the purpose of the recruitment procedure for the position you are applying for.
- 4.2. Your personal data may also be processed for the purpose of their further use in future recruitment procedures and open competitions in our company or other companies of the employer's group, if you have given your explicit consent to do so.
- 4.3. The company does not process your personal data for purposes other than stated.
- 4.4. In case your consent to the processing of personal data is granted, this consent can be revoked by you at any time, even in its individual parts, either by phone at the telephone number +420 326 211 161 or by e-mail at info@benthor.tech, or in writing by mail service at the registered address above.

5. What legitimate interests do we have for processing of your personal data?

- 5.1. The processing of your personal data is a necessary prerequisite for the recruitment procedure. The legal basis for the processing of personal data is the controller's legitimate interest in the recruitment process and the selection of a candidate for a job position, or the applicant's consent to the processing of personal data in connection with future recruitment procedures at our company.
- 5.2. The legitimate interest of our company is a selection of a suitable candidate who meets the requirements for the performance of the given job position, and pre-contractual negotiations.

6. Who do we obtain personal data from?

- 6.1. As part of a recruitment process we obtain the personal data of job applicants at our company from:
 1. the data subjects directly,
 2. the personnel agencies on the bases of a contract,
 3. the employment or temporary work agencies on the bases of a contract.

7. Which entities have access to your data?

- 7.1. Access to your personal data is limited to authorised employees of our company, whose competence includes the selection of new employees and the organization of recruitment procedures, in particular employees of the human resources department, head of the relevant department, the executive manager, or other persons of the company's management.

8. How long do we process your personal data?

- 8.1.** Your personal data is processed and stored for the duration of the recruitment procedure, or for a period of two years for the purpose of contacting you in future recruitment procedures, on condition you have given your consent. Once the period or the purpose for which the personal data was processed has passed, they are automatically deleted.

9. What rights do you have in connection with the processing of your personal data?

- 9.1.** As a job applicant and the subject of the data we process, you have the right:
- a) to access your personal data according to Article 15 of the GDPR,
 - b) to obtain the rectification of inaccurate personal data according to Article 16 of the GDPR,
 - c) to obtain the erasure of your personal data according to Article 17 of the GDPR,
 - d) to object to processing according to Article 21 of the GDPR,
 - e) to restrict the processing according to Article 18 of the GDPR,
 - f) to data portability to the extent established in by applicable legal regulations according to Article 20 of the GDPR,
 - g) to lodge a complaint with the Office for Personal Data Protection (Úřad pro ochranu osobních údajů, further details at www.uoou.cz) in the case your rights arising from applicable legal regulations are violated.

10. Profiling and automated decision-making when processing personal data

- 10.1.** Our company does not use automated decision-making when processing personal data.

11. How are cases of misuse, damage or unauthorised use of personal data (so-called security incidents) handled?

- 11.1.** In the event of a breach of personal data security, or their misuse, unauthorised disclosure, damage or threat, our company will notify the relevant data subject whose personal data was affected by this breach without undue delay. The notification shall include details on the likely consequences of a personal data security breach and a description of the measures our company has taken or proposes to take in order to resolve the given security breach, including any measures to mitigate possible adverse effects.
- 11.2.** In the event that a breach of the personal data security or its misuse will result in a threat to the rights and freedoms of the data subject, the security incident will be reported to the supervisory authority, which is the Office for Personal Data Protection (Úřad pro ochranu osobních údajů) residing in Prague.

12. Contact details for exercising the rights of job applicants in the processing of personal data

12.1. All your rights, requests or questions in connection with the processing of your personal data can be exercised with our company by telephone on, e-mail at or in writing to the registered address of the company.

By signing below, you confirm that you have received, read and understand this information. Do not hesitate to contact us at any time with any questions regarding your personal data.

In, on

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Name:

Applicant