

## INFORMATION ON THE PERSONAL DATA PROCESSING

### WHO IS THE ADMINISTRATOR OF YOUR PERSONAL DATA?

Administrator of your personal data is company **Talentica s.r.o.**, address Revoluční 725/11, Staré Město, 110 00 Prague 1, identification number: 28983076, Trade Register at the Municipal Court in Prague, section C 157738, and **Talentica s. r. o.**, address Zochova 5, 811 03 Bratislava I, identification number: 50 102 559, Trade Register at Municipal Court in Bratislava I, section 108995/B (further on referred to as „**Talentica**“).

Should you have any questions regarding your personal data and their protection, please do not hesitate to contact our Representative for Personal Data Protection, **Veronika Kuníková** (phone: **725 459 879**, email: [veronika.kunikova@talentica.cz](mailto:veronika.kunikova@talentica.cz)).

### WHERE DO WE OBTAIN YOUR PERSONAL DATA?

1. From your response to an advertised job position on our website ([www.talentica.cz](http://www.talentica.cz), [www.talentica.sk](http://www.talentica.sk));
2. From the profile you posted on the job advertisement portal ([www.jobs.cz](http://www.jobs.cz), [www.profesia.cz](http://www.profesia.cz), [www.profesia.sk](http://www.profesia.sk));
3. From the request form sent by you via [www.talentica.cz](http://www.talentica.cz) or [www.talentica.sk](http://www.talentica.sk);
4. From your email or phone call, where you directly address the Talentica company, requesting cooperation;
5. From your email or phone call, where you directly address the Talentica company, for the purpose of recommending an acquaintance for our Referral program (<https://www.talentica.cz/pro-uchazece/ziskej-odmenu/>, <https://www.talentica.sk/p-re-uchadzacov/ziskaj-odmenu/>), or vice versa, from your recommendation sent to us by some of your acquaintance, for the same purpose.
6. From your profile on the [LinkedIn](#).

### WHICH PERSONAL DATA DO WE PROCESS, AND FOR WHAT PURPOSE?

#### 1. Recruitment of employees for vacant job positions

Your placement to a suitable job position is preceded by the processing of your personal information to the Talentica database of suitable candidates, by one of our consultants during an interview.

This step is followed by a presentation of your person to the selected employer, according to the mutual agreement between you and our consultant, and only to a specific recommended work positions.

**Recorded personal data:**

*Identification data, contact details, data about achieved education, data about work experience and work preferences (data included in your CV and cover letter, and other documents related to your education or training courses).*

**Legal title:**

*Consent to the processing of personal data.*

**2. Sending email notifications**

Via email notifications containing description of a vacant job positions that correspond with your requirements, we present you job positions we have found for you.

Via email notifications we also present you interesting updates and useful news from the field of human resources, and also the field of our main expertise – technical branches.

**Recorded personal data:**

*Email address*

**Legal title:**

*Consent to the processing of personal data.*

**3. Surveying and statistics about customer satisfaction with services provided by Talentica, with job position, financial evaluation, etc.**

**Recorded personal data:**

*Data recorded in the Talentica database of suitable candidates, email address.*

**Legal title:**

*Legitimate interest. Legitimate interest of Talentica is based on the effort to develop and improve provided services.*

**4. Processing cookies**

Cookies are text files that contain a small amount of information that will be downloaded to your device when you visit the Talentica website or the Talentica profile on a social network. Cookies are used, so our website can be displayed correctly in your device. They allow us to track your preferences and activities for a certain period of time, so you don't have to re-perform them as soon as you return to our site. Information from cookies are used only for the purpose of optimizing the provided services and improving the functionality of our website, included subpages and links.

Detailed information on using cookies [enlisted here](#).

**If you do not agree to use cookies, you can disable or restrict them in your internet browser settings.**

**DO WE PROVIDE YOUR PERSONAL DATA TO ANY OTHER COMPANY?**

**1. Potential employers**

In the case of a successful selection procedure, we will submit your file (CV, cover letter and any other related documents) to the employer whose vacancies we have evaluated as the most suitable for you. Prior to the recommendation to the employer, every candidate is asked to give a consent to be presented to the employer.

**Without your explicit consent we will not provide your personal data to any employer.**

## **2. Service providers**

Talentica does not provide personal data of its candidates to any other business company.

However, Talentica cooperates with business companies such as external service providers, who are able to process your personal information.

### **Specifically:**

- (a) providers of IT services and applications
- (b) providers of cloud storage;
- (c) contact database administrators.

Talentica is a Microsoft (USA) and Google (USA) cloud service user. Further is also a user of Mail Chimp (USA). Each of these companies fully respects privacy requirements of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Regulation on the protection of personal data). All the named companies are part of the EU-US Privacy Shields Framework.

## **HOW LONG WILL WE USE YOUR DATA?**

If your consent is not withdrawn, we will use your personal information for the purposes described above for 3 (three) years. After that, we will verify your interest in cooperation with Talentica. If you are not interested in cooperation with Talentica anymore, we will no longer actively use your personal information in our selection processes. Once your consent has expired, your personal data will be transferred to a passive database where they will be safely stored for Talentica legitimate interest purposes, which are (i) the fulfillment of the statutory notification duty of Talentica, as a personal agency under Act No. 435/2004 Sb. About Employment as amended, (ii) settlement and protection of legal claims Talentica holds against entities that have ordered the services provided by Talentica.

## **WHY DO WE REQUIRE YOUR PERSONAL DATA?**

The requirement to provide your personal data is contractual, you are not obliged to do so. However, without knowledge of your CV we are unable to hold a selection process and place you to a suitable job position.

## **WHAT ARE YOUR RIGHTS IN THE CASE OF PROCESSING YOUR PERSONAL DATA?**

When processing personal data, Talentica complies with the obligations imposed by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (the Personal Data Protection Regulation), as well as with the Czech Republic's national regulations on the protection of personal data.

Your consent to the processing of personal data may be withdrawn at any time, without giving any reason, your decision will be fully respected. Simply send an informal email at [info@talentica.cz](mailto:info@talentica.cz). By withdrawing your consent, legitimacy of its prior processing is not affected.

In addition, you have the right to obtain confirmation that your personal data are or are not processed by Talentica and, if so, you have the right to obtain detailed information about their processing.

You also have the right to:

- 1) Require correction of inaccurate personal data and supplement of incomplete data;
- 2) Require erasure of personal data, if:
  - a) they are no longer required for the purposes mentioned above;
  - b) you have withdrawn consent to their processing;
  - c) you have raised objections to the processing of your personal data and there are no predominant legitimate reasons to continue in processing your personal data;
  - d) the processing is unlawful.
- 3) Restriction of the processing of your personal data, if:
  - a) you deny the accuracy of your personal data (for the time of accuracy verification);
  - b) the processing is unlawful, but you do not request the erasure of personal data;
  - c) we no longer need your information, but you require it to be retained for the purpose of determining, enforcing or defending your legal claims;
  - d) you have raised an objection to the processing of your personal data (for as long as it is not ascertained whether the legitimate reasons of the Administrator outweigh your legitimate reasons).
- 4) To obtain from Talentica your personal data you provided us in a structured, commonly used and machine-readable format and to pass this information to another data administrator, if:
  - a) processing of data is based on the consent or contract with the processing of personal data of a candidate;
  - b) processing of data is done automatically.
- 5) Not to be subject to automated individual decision making, incl. profiling, which Talentica does not do.
- 6) Be immediately informed if there is a breach of security of your personal data that would result in a high risk for your rights and freedoms.
- 7) Submit a complaint to the Personal Data Protection Office ([www.uoou.cz](http://www.uoou.cz)) if you may have the impression that the legal provisions of the Personal Data Protection Act are being breached.

## **RIGHT TO ENTER AN OBJECTION**

Please note that you are entitled to, at any time, for reasons related to your particular situation, object to the processing of personal data that is carried out as a result of the legitimate interests of Talentica.

In this case, Talentica will not process your personal data unless it demonstrates serious legitimate processing grounds that outweigh your interests or rights and freedoms, or for the determination, exercise or defense of legal claims.

### **Your Talentica**