

LASVIT s.r.o.
IČO: 27931161
registered office at Komunardů 894/32, Holešovice, 170 00 Prague 7

PRINCIPLES OF PERSONAL DATA PROCESSING INFORMATION FOR JOB APPLICANTS

INITIAL INFORMATION

Dear job applicants,

These principles are intended to inform you how **LASVIT s.r.o.** (hereinafter referred to as “**LASVIT**”) gathers, processes, uses and transfers your personal data (hereinafter referred to as “**personal data processing**”).

Personal data are deemed as information regarding a certain person who can be identified based on such information or in connection with other information.

The most common examples of personal data which are processed by LASVIT in connection with recruitment of new employees are the identification data (particularly name and surname), contact information (telephone, e-mail), and other data contained in your CV, especially the information about your education, qualification and previous work experience.

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Who is your personal data administrator?

The data administrator is the company **LASVIT s.r.o.**, ID No. 27931161, having a registered office at Komunardů 894/32, Holešovice, 170 00 Prague 7, registered in the Companies Register maintained by the Municipal Court in Prague, Section C 127308.

LASVIT determines how and for what purpose your personal data will be processed. Contact details of the company LASVIT can be found in the “**Questions and contacts**” chapter below.

LASVIT and other related persons within the LASVIT group are hereinafter referred to in these principles together as “**LASVIT Group**”.

Which of your personal data are processed by LASVIT and for what purpose?

The table below indicates which personal data are processed by LASVIT, for what reason, and for what purpose, as regards job applicants.

Personal data (Category and examples)	Purpose of processing	Legal basis for processing
<u>Basic identification and contact details of job applicant:</u> <ul style="list-style-type: none"> • name and surname, title, • date of birth, • e-mail, telephone number, • address. 	<ul style="list-style-type: none"> • recruitment of new employees, • negotiating and signing of employment contract. 	<ul style="list-style-type: none"> • negotiating and signing of employment contract, • consent given by job applicant in case of possibility of maintenance of CV for other suitable job offers.
<u>Information necessary for selection of suitable candidate:</u> <ul style="list-style-type: none"> • cognitive and behavioural abilities, • education obtained, • previous work experience, • training attended, • professional qualification, • knowledge of foreign languages, • driving licence, • information about specific health aspects, only if relevant for a specific position, • information about integrity (no criminal records), only if relevant for a specific position, • other relevant information contained in the CV (such as work abilities or preferences). 	<ul style="list-style-type: none"> • recruitment of new employees, • negotiating and signing of employment contract. 	<ul style="list-style-type: none"> • negotiating and signing of employment contract, • legitimate interest of LASVIT as regards assessment of candidates' prerequisites for a specific position, • consent given by job applicant in case of possibility of maintenance of CV for other suitable job offers (also within LASVIT Group).

We recommend that you provide only the personal data you really wish to provide and which are relevant for the position you apply for. You should be careful namely if providing so-called sensitive personal information in your CV.

Sensitive personal information is understood as racial or ethnic origin, political opinions, religious or philosophical beliefs, church, political party or trade-union membership or data concerning your health or sex life or sexual orientation, or genetic or biometric data as well as the data regarding your conviction in criminal proceedings, or other decisions issued within judicial or administrative proceedings.

The company will not process sensitive personal data about you. Only in exceptional cases and if necessary and reasonable with regard to a specific position, the company may in a limited extent require and process the information about your criminal record and state of health within the selection process.

From which resources does LASVIT obtain your personal data?

LASVIT obtains personal data, which are subsequently processed by it, directly from job applicants, namely from their CV or completed personal questionnaires, or during interviews or from mutual correspondence.

Does LASVIT share your personal data with other persons?

a) Companies within LASVIT Group

We share personal data within LASVIT Group only under certain circumstances, and in cases where such procedure is in accordance with the law. It is therefore possible that your personal data will be shared with other companies within LASVIT Group for the purpose of the selection process. Details about companies within LASVIT Group are available at www.lasvit.com.

Access rights among individual companies of LASVIT Group are restricted and are granted only if the given person needs to know respective information based on his/her position or professional duties.

b) External providers of services

LASVIT has been using external providers of services who secure services in the area of recruitment, assessment and selection of job applicants or provide IT support. For the purpose of fulfilment of their duties LASVIT has to transfer certain personal data of job applicants to them.

However, external providers of services are verified and examined by LASVIT and provide sufficient guarantees with respect to confidentiality and protection of job applicants' personal data. With all these providers LASVIT has entered into written agreements about personal data processing under which the providers are bound to protect the personal data and observe the LASVIT standards for security of personal data.

c) Disclosure of personal data to third persons

Under certain circumstances, LASVIT is obliged to share personal data of job applicants with third persons, in addition to abovementioned providers of services or companies within LASVIT Group, in compliance with legislation on protection of personal data.

Such third persons include, namely:

- personnel and recruitment agencies,
- law enforcement authorities or competent administrative bodies,
- external consultants.

Does LASVIT transfer personal data to non-EEA countries?

Personal data of job applicants can be, in a necessary extent, (name, surname, e-mail) transferred to non-EEA countries, specifically to the USA, to providers of cognitive and behavioural abilities tests. These providers of services are verified by LASVIT and provide sufficient guarantees as regards confidentiality and protection of personal data of job applicants and are signatories of the Privacy Shield programme concluded between the EU and the USA.

Furthermore, we may transfer personal data to non-EEA countries if, for example, the receiving company is from LASVIT Group and has its registered office outside the EEA, or if any of our providers of services uses personnel or equipment which is located outside the EEA.

With regard to protection of your privacy, basic rights and freedoms, and exercise of your rights we have implemented safety measures, securing especially an adequate level of protection on the basis of the standard EU contractual clauses based on model clauses of the European Commission. If you wish to receive more detailed information about such transfer you may contact us (see "**Questions and Contacts**" below).

How are your personal data protected?

To secure confidentiality, integrity and availability of the personal data of job applicants LASVIT has been using modern IT security systems. LASVIT has been maintaining suitable security, technical and organizational measures against illegal or unlawful personal data processing and against accidental loss or damage of personal data. Access to personal data of job applicants is available only to those persons who need them so that they can fulfil their work duties; they are bound by legal or contractual duty to maintain confidentiality.

How long will LASVIT maintain your personal data?

LASVIT maintains personal data of job applicants only for the period as necessary for the purpose for which they were gathered, or for protection of justified interests of LASVIT, or for the period for which the consent to processing was granted.

If LASVIT processes personal data based on your consent, it shall continue doing so for the period of 3 years from the date of consent or until its withdrawal.

In case your job application is successful and you begin to work for LASVIT, your personal data will be transferred to a personal Employee File and will be processed for the purpose of your employment, in compliance with the internal regulations for processing of personal data of LASVIT employees.

If you did not give your consent to further processing and are not recruited as a LASVIT employee, your personal data will be deleted 6 months after your response to the job posting.

What are your rights regarding the personal data processing?

Under specific conditions you may exercise all of the below mentioned rights conferred upon you by legislation regulating protection of personal data, especially the General Data Protection Regulation (**GDPR**):

- right to clear, transparent and understandable information about how your personal data are used, and what your rights are;
- right to withdraw the given consent to personal data processing free of charge at any time, by mail, e-mail or personally at our address specified below;

- right to access to personal data and provision of other information relating to your data processing by LASVIT, or other processors;
- right to rectification of inaccurate and incomplete personal data;
- right to object to personal data processing;
- right to erasure of personal data, namely if (i) they are no longer necessary for further processing; (ii) consent to processing was withdrawn; (iii) the data subject lawfully objected to data processing; (iv) personal data were processed illegally; or (v) they must be deleted according to legal regulations;
- right to restriction of processing if (i) the data subject contested accuracy of personal data, until LASVIT verifies their accuracy; (ii) the processing is illegal; (iii) LASVIT does not need them anymore but the data subject needs the personal data for the purpose of exercising of his/her legal entitlements or (iv) the data subject contests data processing for the period until LASVIT verifies whether the justified interests of LASVIT prevail over the interests of the data subject;
- right to obtain your personal data and transfer them to different administrator provided the legal conditions are met;
- right to file a complaint with the Personal Data Protection Authority (Úřad pro ochranu osobních údajů) seated at Pplk. Sochora 27, 170 00 Prague 7; www.uoou.cz, if the data subject believes that LASVIT breaches the duties as laid down in the applicable laws on protection of personal data.

Your requests for exercise of rights will be responded to within statutory time limits, usually within one month of request delivery. If, in exceptional cases, our response requires a longer time limit, we will inform you accordingly.

Questions and contacts

If you wish to exercise any of your rights in connection with your personal data processing or should you have any other questions or complaints regarding the data processing, please contact us via mail, telephone or e-mail at the below mentioned contact address.

LASVIT s.r.o.
 HR department
 Komunardů 894/32, Holešovice, 170 00 Prague 7

e-mail: career@lasvit.com

phone.: +420 481 120 810

Changes of these principles

It is possible that LASVIT will decide to change or update these principles. The current version of the principles will always be available at LASVIT website (www.lasvit.com) in the section [Zásady zpracování osobních údajů – Informace pro uchazeče o zaměstnání \(link\)](#) (Principles of personal data processing – Information for job applicants (link)).

However, we want to assure you that no retrospective changes will occur and that we will not change our principles regarding the handling of data obtained previously in any way.