

## Principles of personal data processing

### Information for job applicants

#### Introductory information

Dear job applicants,

This policy is intended to inform you of how ESA s.r.o. (hereinafter the "Company") collects, processes, uses and transfers your personal data (hereinafter the "Personal Data Processing").

Personal data means information relating to a specific natural person that can be identified based on this information, possibly in conjunction with other information.

The most common examples of personal data processed by the Company in connection with hiring new employees are identification data (especially name and surname), contact information (phone, e-mail), and other information contained in your CV, in particular your education, qualification, and previous work experience.

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#### Who is the personal data processor?

The data processor is ESA s.r.o., with its registered office at Kladno - Dubí, Oldřichova 158, Postal Code 27203, ID: 46351141, registered in the Commercial Register kept by the Municipal Court in Prague under file No. C 11538.

The Company determines how and for what purpose your personal data will be processed. Contact information can be found in the chapter "Questions and Contacts" below.

#### What personal data does the Company process and for what purpose?

The table below shows what personal data, why and for what purpose the Company processes the personal data about job seekers.

Personal data	Purpose of processing	Legal base for data processing
Basic identification and contact details of the job applicant: <ul style="list-style-type: none"> <li>• name and surname,</li> <li>• birthdate,</li> <li>• email, phone number,</li> <li>• address.</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment of new employees</li> <li>• Negotiation and conclusion of employment contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Arranging and concluding an employment contract,</li> <li>• the Company's legitimate interest in conducting recruitment and selection procedures;</li> <li>• the consent given by the jobseeker if the CV can be retained for other suitable job offers.</li> </ul>
Information necessary for the selection of a suitable candidate: <ul style="list-style-type: none"> <li>• educational attainment,</li> <li>• academic degrees,</li> <li>• previous practice,</li> <li>• completed training,</li> <li>• professional qualifications,</li> <li>• knowledge of foreign languages,</li> <li>• driving license,</li> <li>• health information,</li> <li>• working references,</li> <li>• other relevant CV data (eg. work skills or preferences).</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment of new employees</li> <li>• Negotiation and conclusion of employment contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Arranging and concluding an employment contract,</li> <li>• the Company's legitimate interest in assessing candidates' prerequisites for a vacancy</li> <li>• the consent given by the jobseeker if the CV can be retained for other suitable job offers and job application requests.</li> </ul>

## What sources does the Company obtain your personal data from?

The company obtains personal data, which it subsequently processes, directly from job seekers, especially from the CV or by filling in the entry form, eventually during interviews or from correspondence. Some data can also be obtained from publicly available sources (professional social networks such as LinkedIn).

With your consent, we can also get references from your previous employers.

## Does the Company share your personal information with others?

### (a) Service providers

The Company uses external service providers to provide the Company with services involving the processing of your personal data, such as HR consultancy or recruitment.

We will review all third parties we use for these purposes to ensure that they provide reasonable assurances regarding the confidentiality and protection of your personal data. We will have written agreements with these individuals to commit to protecting your personal data and adhering to our privacy standards.

#### (b) Communication of personal data to third parties

In some circumstances, we share or are required to share your personal information with third parties outside the above service providers, for the above purposes and in accordance with data protection laws.

Such third parties may include in particular:

- competent administrative and supervisory bodies,
- external advisors to the Company.

### Does the Company transfer your personal data to countries outside the EEA?

The Company does not transmit your personal data outside the European Economic Area.

### How are your personal data secured?

The company uses modern IT security systems to ensure the confidentiality, integrity, and availability of jobseekers' personal data. The Company maintains appropriate technical and organizational security measures against the unlawful or unauthorized processing of personal data and against accidental loss or damage of personal data. Access to jobseekers' personal data is only granted to those who need it in order to fulfill their work obligations and are bound by a legal or contractual non-disclosure agreement.

### How long will the Company store your personal data?

The company keeps personal data of job seekers only for the time it is needed for the purpose for which they were collected as long as the consent for processing has been granted in order to protect the Company's legitimate interests.

If the Company processes the data on the basis of your consent, it will do so for a period of 6 months from or until you withdraw the consent.

If you have not consented to further processing and have not been recruited by the Company, your personal data will be deleted no later than 2 months after the completion of the selection procedure.

### What are your rights related to processing of your personal data?

Under legally given conditions, you may exercise each of the following rights granted to you by data protection legislation, in particular, the General Data Protection Regulation (GDPR):

- the right to access your personal data and to be provided with further information about the processing of your personal data;
- the right to correct incorrect and incomplete personal data;

- the right to retrieve your personal data and transfer it to another controller;
- the right to object to the processing of your personal data;
- the right to limit the processing of personal data;
- the right to delete personal data;
- the right to withdraw the consent to processing at any time;
- the right to file a complaint with the Supervisory Authority (Office for Personal Data Protection, [www.uoou.cz](http://www.uoou.cz)).

We will respond to your requests for the exercise of rights within the legal deadline, usually within 1 month from receiving the request. If in exceptional cases our response requires a longer period of time, we will inform you.

## Questions and contacts

If you are interested in detailed information about your privacy rights, including the right to access and correct inaccurate data, or any other question or complaint about their processing, please contact us by mail, in person, by phone or e-mail.

### **ESA s.r.o.**

Kladno - Dubí, Oldřichova 158, postal code 27203

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The Data Protection Officer – **Eversheds Sutherland, advokátní kancelář, s.r.o.**

Praha 8, Pobřežní 394/12, PSČ 18600

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## Changes of this policy

The Company may decide to change or update this policy. You will always find the current version of the policy on the Company's website at <https://www.esa-logistics.com/>.