

## INFORMATION SHEET ABOUT THE PROCESSING OF PERSONAL DATA – CANDIDATES

### Why are we presenting you with this information sheet about the processing of candidates' personal data?

The company Digiteq Automotive s.r.o., with its registered seat at Praha 4, Novodvorská 994, 142 21, ID No.: 264 66 023, registered with the Municipal Court in Prague, File No. C 84128 ("the Company") is presenting you with this information sheet on the processing of personal data that clarifies what we do to ensure the confidentiality and security of your personal data. The purpose of this document is to provide you with information about what personal data we collect, the reasons for which we collect it, how we treat it, from which sources we collect it, the purposes for which we use it, to whom we can transfer it, where you can get information about the personal data we process, and how we keep it secure.

### The Company as the controller of your personal data

The Company is the controller of your personal data. The fact that the company is a controller of personal data means that the company respects the principles of personal data processing and treats your personal data solely in accordance with applicable laws, decides on the purpose and means of the processing of your personal data, and ensures that your personal data is properly secured.

### Why do we process your personal data?

When you apply for a job at our Company, you create a profile on our website, or provide our Company with your CV or demand for a job in other ways (electronically, in writing, through our recruitment form, etc.), you provide us with your personal data, which we process within recruitment and the whole process of selection of new employees.

### Which personal data do we process?

The Company may process the following personal data or categories of personal data. This does not necessarily mean that we process all of the below personal data for each individual candidate. Note that the list of examples may not be exhaustive.

- First name, last name
- Academic title
- Permanent residence, temporary residence
- Country of citizenship
- Date and place of birth, birth number
- Native language
- Phone number
- E-mail address
- Education
- Driving License
- Information listed in the attachment to your answer to the job application / request / demand for job
- Work experience / information on previous employment

**SÍDLO**

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142 21, Praha 4

**KONTAKTY**

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www.digiteqautomotive.com

**FAKTURAČNÍ ÚDAJE**

IČ 26 46 60 23, DIČ CZ 26 46 60 23  
Zapsána Městským soudem v Praze,  
odd. C, vložka 84128

**JEDNATELÉ**

Andreas Hauptvogel  
Milan Klaus

**BANKOVNÍ ÚČET**

UniCredit Bank Czech Republic and Slovakia, a.s.  
Želetavská 1525/1, 140 92 Praha 4 - Michle  
Účet: 0200020006/2700 (CZK)

- Evidence at the employment office
- Photographs (if you provide them to us as an attachment of your CV)

### **For what reasons do we process your personal data?**

The Company processes your personal data only for legally valid reasons. Unless otherwise stated, we process the candidates' personal data based on their consent. However, if we keep your personal data in order to protect our legitimate interests, for example because of any legal dispute initiated by the candidate, such processing is based on the legitimate interest of our Company as a personal data controller. Also, the possible transfer of candidates' personal data to our contractors who help us to ensure the recruitment of new candidates is based on our legitimate interest.

### **For what purposes do we process your personal data?**

The Company processes your personal data in order to provide for a recruitment process that includes, inter alia, a response to your application for employment and communication with you during your recruitment process. We also process the personal data in connection with the assessment of your application and the information you provide us in connection with the application for employment for a specific position.

Our website or websites of job portals with which we cooperate allow you to attach attachments to your demand for a specific position. You provide us with these attachments voluntarily, and personal data contained therein will be processed only for the purposes of assessing the suitability of the candidate for the position.

### **For how long do we keep your personal data?**

We only process personal data for the period of time that is necessary for the purpose for which we are processing it. We continuously assess whether the need to process certain personal data for certain purposes is still valid. When we find that your data is no longer necessary for any of the purposes for which it was processed, we discard it. It is our policy to discard data within a maximum of 3 years after you have been refused as a candidate for a particular position so that we can protect our rights and legitimate interests in any dispute relating to admission to employment.

### **To whom do we transfer your data?**

In most cases, the Company does not share your personal data with anyone outside the Company and Volkswagen Group. Personal data processed as per this information sheet may further be provided to authorized state authorities, institutions or other entities when the conditions specified by legal regulation are met. Should it be necessary to fulfill the purpose of processing personal data or necessary to fulfill the Company's obligations, or should it follow from your consent, the Company may transfer your personal data to external suppliers who support us in the recruitment process.

## What are your rights?

You have the right to be fully informed about the processing of your personal data. You have the right to know whether we process your personal data and what personal data we process, and to obtain information from us about the purpose and nature of the processing of personal data and the recipients of personal data. You also have the right to have the processing of your personal data limited, to have incorrect personal data corrected and to have incomplete personal data amended. You have the right to the deletion of personal data in cases when (i) the personal data is no longer necessary for the above purposes, (ii) you rescind your consent and no other legal reason for processing exists, (iii) you bring forth objections against processing and we have no prevalent legitimate reasons to further process your data, (iv) your personal data was processed in violation of the law, (v) your personal data must be deleted in order to fulfill a legal obligation. You have the right to the portability of the data. You have the right to raise an objection to the processing of personal data directly with the administrator, or you may address your claim, complaint, or other query directly to the Personal Data Protection Office, with its seat at Pplk. Sochora 27, 170 00 Prague 7, phone: +420 234 665 111, e-mail: posta@uoou.cz.

## Contact information of the data protection officer

Should you have any questions regarding the processing of your personal data, please contact PhDr. Alena Vlčková, +420 730 527 903, Alena.Vlckova@digiteqautomotive.com, Praha 4, Novodvorská 994, PSČ 14221.

### SÍDLO

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