

DETAILED INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR THE EMPLOYMENT APPLICANTS

(hereinafter referred to as the “Information memorandum”)

BOOTIQ s.r.o. with head office Hybernská 1007/20, Nové Město, 110 00 Prague 1, CRN: 29155495 registered at the Commercial Registry at Municipal Court in Prague, section C file 204933 (hereinafter referred to as „us“) considers personal data protection to form a part of its obligations to the employment applicants.

This document provides information on the processed personal data within the recruitment process. It provides information considering the personal data processing based on your consent or based on another legal reason, the purposes of processing, the availability to other parties, and your rights related to your personal data processing.

A. Which personal data do we process?

We process the data below:

- a) **Identification data**, which includes particularly the name, surname, title, date of birth, gender, potentially photo;
- b) **Contact data**, which includes personal data to enable a contact with you, particularly the address, telephone number, and e-mail address;
- c) **Data related to work performance**, which includes particularly information on your education, completed training, former experience, and reference;
- d) **Data on the assessment of your suitability**, which includes data used for the assessment of your suitability as a candidate for a specific work position, particularly our assessment of your performance at the interview or test results.

B. Why do we process personal data and what entitles us to do so?

We process personal data during the recruitment process for various purposes and within various scope. We process personal data for the preparation of contracts and potentially based on your contract.

B.1 Processing without your consent – for the preparation of a contract

We process **your identification and contact data, data related with the work performance and data on the assessment of your suitability** for the preparation of work contract, agreement on work performance, and agreement of work activity for the purposes of **tender procedures including the verification of candidates**. It enables us to invite you to interviews and

communicate with you, and to assess your suitability for the work position and verify your reference from the provided documents.

The processed personal data for the preparation of a contract or an agreement is maintained for the recruitment period, unless you provide a consent with further data maintenance in the database of applicants.

B.2 Processing based on your consent for the purposes of maintaining the database of applicants

Based on your consent we process your **identification and contact data and data related to the work performance** to include you in the **database of applicants**, and potentially contact you with another relevant work offer. Data from the database of applicants can be used for the assessment and analysis of the persons interested in working for us, their qualification, etc. If you disagree with the processing, we will process the data solely for the recruitment period. If you agree, we will keep the data for 3 years after the recruitment period.

You can withdraw your consent any time using the process for the enforcement of your rights defined below in part „**How can we apply individual rights?**“. Withdrawal of the consent does not affect the legality of the processing before the withdrawal.

B.3 Processing based on your consent for the purposes of transfer within the group

C. Who processes your personal data and receives it?

We process all your personal data as the **administrator**. It means we define the above purposes for collecting your personal data, the processing tools, and we are responsible for appropriate process.

We also use services of other processors who process personal data as we require. The **processors** are the suppliers of IT solutions, advertising portals, who collect CVs, such as LMC s.r.o., CRN: 26441381, and also advisory companies which help us assess if you are a suitable candidate (e.g. assessment centres).

Upon request, we are also obliged to pass the processed personal data to the state administration bodies, courts, bodies active within the criminal procedures, supervision bodies.

D. What sources do we use to receive your personal data?

We receive most personal data directly from you during the recruitment process, from the interview, CV, and other documents.

We also receive and process personal data from persons referenced as your contact within limited scope.

E. What are your rights during the processing of your personal data?

We have our rights and obligations during the processing of your personal data, and you also have rights during the processing of your personal data. The rights include:

E.1 Access rights

In simple words, you have a right to know what data we process, the purpose, the period, where we receive your data, who receives the data, who also processes the data, and other rights related to the processing of your personal data. It is all defined in this information memorandum. If you are not sure about the processed personal data, you can request a confirmation if your personal data is or is not processed by us, and if it is, you can access your personal data. The access rights entitle you to request a copy of processed personal data, and the first copy will be provided for free. Further copies will include a fee.

E.2 Right to correction

To err is human. If you find out your personal data we process is inaccurate or incomplete, you are entitled to request correction or completion.

E.3 Right for deleting

In some cases you are entitled to request the deleting of your personal data. Your personal data will be immediately deleted, if any of the reasons below is fulfilled:

- Your personal data is no longer required for the purposes it was processed,
- You withdraw your consent with personal data processing, and it includes data which requires your consent, and there is no reason to keep processing the data (for example to defend our legal interests).
- Use your right to raise an objection against data processing (see chapter 'Right to raise objections against processing') for personal data processed based on our entitled interests, and we agree that the interests no longer exist to justify the processing, or
- You believe that the personal data processing is no longer compliant with the generally binding regulations.

Please, bear in mind, that this right does not apply without limits, even if it includes the reasons above. It cannot be applied if the personal data processing is still necessary for:

- Fulfilment of legal obligations,
- The purposes of archiving, science, and historical research and statistic purposes or
- Definition, performance, or defence of our legal interests.

E.4 Right to restrict the processing

In some cases, additional to the deleting right you can use a right for restricted personal data processing. In some cases, this right entitles you to request the indication of your personal data and the data is not subject to any further processing operation, but not forever (like deleting) but for a limited period. The cases you have to restrict the processing of your personal data include:

- You deny the personal data accuracy before we agree on the correct data
- Your personal data is processed without sufficient legal base (e.g. above the scope of obligatory processing), but you prefer to restrict the data and not to delete it (e.g. if you expect you would provide the data in the future anyway).
- Your personal data is no longer required for the above defined reasons for processing but you require the data for the designation, performance, and justification of your legal entitlements, or
- you raise an objection against processing, Right to object is detailed in chapter 'Right to raise an objection against processing'. The processing of your personal data must be restricted for the investigation period.

E.5 Right for transferability

You have a right to receive all your personal data you provided for our processing based on your consent (see chapter 'Processing based on your consent') and based on the fulfilment or entering into contract. Your personal data will be provided in structured, commonly used, and machine readable format. In order to simply transfer the data upon your request, it can only include data we process automatically in our electronic databases. This form does not enable us to transfer all data you completed in the form under all circumstances (for example your handwritten signature).

E.6 Right to raise an objection against processing

You are entitled to raise an objection against the processing of your personal data which occurs based on our authorised interest. Your personal data in such case will not be further processed for the purposes, unless we have serious and reasonable reasons to continue with the processing.

E.7 Right to file a complaint

The application of rights using the above defined method does not affect your right to file a complaint at the Office for Personal Data Protection. This right can be applied solely if you assume that your personal data is processed without authorisation or in breach with the generally binding legal regulations. The complaint against the personal data processing can be filed at the Office for Personal Data Protection with head office at address Pplk. Sochora 27, 170 00 Praha 7.

F. How can we apply individual rights?

If you have any requests considering the matters related to the personal data processing, the enforcement of rights, filing a complaint, etc., you can contact:

dpo@bootiq.io

Your request will be settled without undue delay, at the latest within one month. In exceptional cases, particularly due to the complexity of your request, we are entitled to extend the period by two more months. You will be informed in case of the extension and the justification.