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## **PRIVACY PROTECTION AND INFORMATION ON THE PROCESSING OF PERSONAL DATA**

Amagasaki Pipe Czech s.r.o, Japonská 461, 331 44 Kožlany, as the employer (hereinafter referred to as the "employer"), hereby informs about the manner and scope of processing personal data of job applicants (hereinafter referred to as the "applicant"), including the extent of the applicant's rights in connection with this processing.

For any questions related to privacy protection and the exercise of your rights, please use the email [GDPR@amagasaki-pipe.cz](mailto:GDPR@amagasaki-pipe.cz)

### **Purpose of Processing**

The purpose of processing is to assess whether you are a suitable candidate for the advertised position and the possible conclusion of an employment contract (including the preparation of necessary documents, informing about the content of the job position, etc.). Personal data is processed to take actions before entering into a contract at your request, as the applicant, and related compliance with legal obligations. For some positions, profiling based on tests may occur. The purpose is to assess your suitability for the advertised position. However, there is no automated decision-making, and human judgment is always involved in evaluating the results to determine if you have met the requirements based on predetermined criteria.

The legal requirement is to assess your health status by the provider of occupational health services to determine if you can perform the position. The employer will arrange for an occupational health service provider to conduct this assessment.

In justified cases, we process personal data for the purpose of protecting our interests, typically in the case of legal disputes, court proceedings, etc. Here, we must demonstrate that we have acted in accordance with the law when offering job positions.

Processing is necessary for the conclusion of an employment contract and the fulfillment of legal obligations.

### **From Whom We Obtain Personal Data and to Whom We Transfer It?**

Personal data is obtained exclusively from you. We do not gather any additional information about you beyond what you provide in your resume or other documents and messages you complete (or send) yourself. You are obligated to provide only accurate information, and if your personal data changes, you are obliged to update it.

Your personal data is processed manually and may be processed by our employees or other persons working for our company, among other things, to evaluate your suitability for the advertised job position, rectify errors, inaccuracies, etc. These individuals may process personal data only under the conditions and to the extent specified above and are bound by the obligation of confidentiality regarding personal data and security measures, the disclosure of which would jeopardize the security of personal data.

For the processing of your personal data, we use a processor, Microsoft Corporation, One Microsoft Way, Redmond, Washington 98052-6399, U.S.A., specifically its service "Microsoft Office." Personal data is processed electronically for the purpose of documenting resumes and other documents generated during the recruitment process.

Personal data is always processed in accordance with relevant legal regulations, ensuring proper care and protection. We ensure that you never suffer harm to your rights, especially the right to human dignity. We protect you from unauthorized interference in your private life.



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## How Long We Process Your Personal Data?

We process your personal data for the duration of the relevant selection procedure, typically up to 24 months from its initiation. This is primarily to facilitate communication regarding the advertised job position and the potential opportunity to inform you later that a position you were interested in is available.

Confirmation that you want to be informed about other positions and therefore have an interest in entering into an employment contract in the future may be requested by the relevant employer's representative.

We process personal data to protect our legitimate interests, i.e., defense against potential claims related to discrimination, even in court (e.g., for the duration of the relevant statute of limitations, which may be up to 15 years from the occurrence of the relevant event in the Czech Republic). In this context, we process data necessary to protect our interests, especially identification data about mutual communication related to job offers.

We cannot delete this data, even in the case of an applicant's request, as it is not processed based on consent (even if you are interested in another offer, it is a measure for the purpose of entering into a contract based on your interest). However, we will always assess, based on your request, whether it is necessary to continue processing the data.

## What Are Your Rights?

Firstly, you have the right to request access to your personal data, including obtaining a copy of all your personal data.

We will always inform you about:

The purpose of processing your data.

Personal data or categories of personal data that are the subject of processing, including all available information about their source.

The nature of automated processing, including profiling and information about the method used, as well as the significance and expected consequences of such processing for the data subject.

Recipients or categories of recipients.

The planned period for which personal data will be stored, or if it cannot be determined, the criteria used to determine this period.

All available information about the source of personal data if not obtained from you.

Your rights also include:

Requesting an explanation.

Requesting us to eliminate the situation, especially involving blocking, correction, completion, processing restriction, or deletion of personal data (right to be forgotten).

Requesting personal data concerning you in a structured, commonly used, and machine-readable format and transferring this data to another controller without hindrance.

Submitting a query or complaint to the Office for Personal Data Protection.

Objecting to the processing of personal data.

## How We Protect Your Personal Data?

We protect your data using the following security measures: antivirus protection, firewalls, encryption, backup, authorization data, etc.

In Kožlany, July 13, 2023.