

INFORMATION ON PROCESSING OF PERSONAL DATA for employees

according to the General Data Protection Regulation (GDPR)

The employer provides information on the processing of personal data provided by the employee to the employer in the context of the recruitment and recruitment procedure:

(1) Personal data manager:

Personal data manager is a company SMART SIMIX s.r.o.

Contact person: Martin Mráz, Managing Director

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(2) Data Protection Officer:

The Data Protection Officer is Mgr. Pavla Jirmásková

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(3) Purpose of processing:

The employer will process the personal data of the employee for the purpose of fulfilling his statutory duties in the field of labor, tax, statistical, pension, sickness and health insurance.

(4) Legal basis:

- Data subject's consent: for the purposes of copy of OP, ŘP, birth certificates, acquisition and use of audiovisual records for marketing purposes;
- Performance or conclusion of a contract of employment;
- Legal duty (act no. 262/2006 Sb., Labour Code; act no. 187/2006 Sb., on sickness insurance; act no. 48/1997 Sb., on public health insurance; act no. 582/1991 Sb., on the organization and implementation of social security; act no. 586/1992 Sb., about income taxes; act no. 373/2011 Sb., specific health services; act no. 499/2004 Sb., archiving and file service; act no. 563/1991 Sb., about accounting, etc.);
- A legitimate interest: for property protection purposes – GPS monitoring of servicing vehicles.

(5) Personal data processors:

Personal data are provided by the employer for further processing by external providers of payroll services, legal services, occupational health services and security services whose identity will be communicated to the employee upon request.

(6) Other recipients:

The employer may, due to legitimate interest, make the provided personal data available to the employer appointed by contractual partners in the area of HR Services, IT Services and Technologies, Marketing Services, Certification Services, Educational and Accommodation Services, whose identity will be communicated to the Employee on Demand. As part of the fulfillment of contract, data of agency employees are provided to contractual partners (client companies).

(7) Other third parties:

The employer provides, for reasons of state supervision, prevention, investigation, detection or prosecution of criminal offenses or criminal offenses, including protection against threats to public security and their prevention, personal data to competent public authorities or other entities authorized to process personal data.

(8) Other processing purposes:

The employer may also use the provided personal data for the social and business purposes of the employer, especially on the occasion of an employee's entry into employment, the preparation of the employer's presentation materials, the announcement of the employee's birthday in the relevant month and the announcement of the best employees.

(9) Time of storing personal data:

The employer keeps personal data for the duration of the employment relationship and for the period required by law, unless agreed otherwise.

Upon termination of employment, the employer issues to the employee documents containing personal data that are not subject to legal retention. If the employee does not take over documents upon termination of employment, the employer will shred them within 30 days. Personal data in electronic form that are not subject to legal retention will be erased by the employer.

(10) The sources from which the personal data originate:

In case the personal data do not come from the data subject, the administrator shall indicate these OÚ sources:

- collaborating agencies mediate recruitment of employees, including foreign ones within the EU.

(11) Employee's rights as a data subject:

Right of access to personal data – the employee has the right of access to personal data concerning him, the employer is obliged to provide a copy of the processed personal data.

Right to correct and complete personal data – the employee is entitled to have the employer corrected or added inaccurate personal data relating to him without undue delay.

The right to erase – the employee is entitled to have the employer erase without undue delay the personal data concerning him / her, if:

- personal data are not needed for the purposes for which they were processed
- the employee withdraws consent to the processing of personal data
- the employee opposes processing
- personal data was processed unlawfully
- the retention of personal data does not impose other relevant laws
- there is no public interest in public health, archiving, scientific or historical research, statistics
- it is not the performance or defense of legal claims.

Right to limit processing – the employee has the right to limit the employer's processing of personal data in justified cases

Right to portability of personal data – the employee has the right to obtain personal data concerning him / her in a structured, commonly used and machine-readable format, and the right to pass this data to another administrator.

Automated individual decision making – the employee has the right not to be the object of any decision based solely on automated processing including profiling if this is not necessary for the performance of the contract.

Right to object – the data subject has the right to object to the processing of personal data, the data administrator must not further process such data in unjustified cases.

(12) Failure to provide of personal data:

The employee must provide personal data for legal reasons or specified in the contract of employment, otherwise the performance of the employment contract would be impossible.

(13) Other provisions:

If a job-seeker does not give the employer consent to the handling of personal data or does not conclude an employment contract with the employer and there is no other reason for processing, his or her personal data will be shredded in writing and deleted in electronic form.

Other personal data that the employee did not personally provide to the employer may be obtained from publicly available sources.

In Prague on 25. 5.2018