

Notice on the processing of personal data for job applicants in the cargo partner SR, s.r.o.

25 May 2018

1. Name and contact details of the data controller

In accordance with the Regulation (EU) No. 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data repealing Directive 95/46/EC (General Data Protection Regulation, "GDPR"), the data controller is cargo-partner SR, s.r.o., with registered office at Kopčianska 92, 852 03 Bratislava, Identification number: 31 358 152, registered in the Commercial Register of the District Court Bratislava I, section Sro, insert No.: 5741/B.

As a data subject who is not a company employee, you will find in this document all the requisites required by Art. 13 GDPR, as well as other necessary information regarding the processing of your personal data by the Company.

2. General Terms of Data Processing

Any job seeker may apply for a job in the Company using Profesia.sk job portal and the Company's online portal, by sending a written request to the Company address by post, email, or delivery in person.

Categories of personal data processed include, in particular: your "main" data to the extent of the title, first name, family name, permanent residence, temporary residence, age, sex, all data and other records listed in the official education document, signature, contact details (in particular, telephone number and e-mail address), CV data, language skills, experience, completed courses (name, country), certificates (name, period of validity, issuer, country), skills (name, level), expected salary, expected job responsibilities, expected job location and other data given in the CV, statement of purpose and personal questionnaire for the purpose of registering job applicants; data resulted from the selection process, data provided by the Thomas test and the Personnel Questionnaire, including your handwriting or signature (hereinafter "job applicant data").

Also, in case of scheduling an interview at the headquarters of cargo-partner GmbH or at any other locations in the cargo-partner company's group, in the areas under surveillance by CCTV systems we collect video images of you. The images collected by the CCTV system is used for protection against criminality and the legal ground for this processing is art. 6 par. 1 let f) of GDPR- legitimate interest pursued by the controller- protection against criminality.

In order to ensure the confidentiality, integrity and availability of the personal data of the data subjects, the Company shall use modern IT security systems. The Company shall adopt appropriate safety technical and organizational measures against unlawful or unauthorized processing of personal data and against accidental loss of or damage to personal data. Access to personal data is only available to persons who need it in order to perform their professional duties and are bound by statutory or contractual obligations of confidentiality.

3. Data processing in "Job application"

3.1. How we collect your personal data

The personal data of a job applicant are provided to the company via the Profesia.sk job web portal, the online web portal of the Company, sending the job application to the company by post, by e-mail or by delivery in person, or during communication with the applicant during the admission process.

Your job application shall always be delivered to a specific company of the cargo-partner group for the position you are applying for.

Also, video recordings are automatically collected by the video surveillance system and stored for maximum 14 days.

The Company will thoroughly evaluate your application and will compare your professional experience with the current needs and requirements for the specific job position. If we become interested in your profile and have a suitable job position for you, we will invite you to a personal interview.

3.2. Legal basis for processing of personal data

The legal basis for the processing of personal data shall be stipulated by Article 6 para. 1) b) of the GDPR Regulation – processing as part of pre-contractual relationships.

3.3. Purpose of data processing

Job applicant data provided by the applicants via the Profesia.sk job web portal, online web portal of the Company or by sending the application to the company's e-mail address or post or in person, may be processed solely for the purposes of processing your job application and for its assessment in the selection process, and also for the purposes of assessing the suitability of the candidate for the job position they are applying for.

The act of providing your personal information is voluntary. However, if you choose not to provide this information, we will not be able to commence or continue the selection process in connection your application.

3.4. Period of data retention

We shall keep the data of job applicants in the database for the duration of the selection process and for the period during which we must be able to demonstrate adherence to the non-discrimination principle. We shall keep the data of job applicants for 3 years after the recruitment it is over having the legal basis stipulated by art. 6 par. 1 let. f) of GDPR Regulation - legitimate interest pursued by the controller - fight against discrimination claims of the applicants.

4. Database of applicants

4.1. Scope of processing personal data

We shall maintain the data of job applicants in our database of candidates to be able to consider them for future vacancies.

4.2. Legal basis for processing of personal data

The legal basis for data processing in this case is set out by the Article 6 para. 1 a) GDPR or voluntary consent of the applicant who may voluntarily express the consent using the document titled "Consent to the Processing of Personal Data for job applicants" which will be completed during the job interview.

Should the applicant refuse to give their consent under the previous paragraph, the cargo-partner Company may process personal data of unsuccessful job applicants based on our legitimate interest in defending ourselves against any legal claims of unsuccessful applicants citing discrimination (Article 6 (1) (f) GDPR).

4.3. Purpose of data processing

If you wish to be contacted when a suitable job position appears in one of the companies in the cargo-partner group, your consent to the processing of personal data (after negative assessment of your earlier job application) shall be required.

4.4. Period of data retention

With your consent we may keep your data for a period of 2 years from the date of the recruitment process is over or until the consent is withdrawn (see 4.5). In the case of processing based on

legitimate interest pursuant to 4.2 (2), we shall keep the personal data for as long as we will have to be able to provide evidence of non-discrimination.

4.5. Notice of withdrawal of consent

You may, at any time, withdraw your consent to processing without giving any reason, in writing or in electronic format, using the email address dataprotectionoffice@cargo-partner.com, or you may contact cargo-partner SR, s.r.o., Kopcianska 92, 852 03 Bratislava.

5. Recipients of the personal data

Your data may be sent to the management of the company, to the providers of support services, the companies that are members of the Cargo Partner group, and to the state authorities, where applicable. We would like to mention that cargo-partner has concluded with these service providers contracts that comprise mandatory clauses on ensuring the security, integrity and confidentiality of your personal data.

cargo-partner has the application tool of Lever, referred to above as the “data processor” which gives the candidates the opportunity online to submit the application electronically and also store the application electronically. Cargo-partner concluded a Data processing agreement with Lever Inc in order to secure the integrity and confidentiality of the personal data.

You shall be notified regarding any future disclosure of your personal data to any new addressee (a private natural person or legal entity, a public authority or any other body), unless such a transfer or disclosure is expressly provided by the European Union law or national law.

6. Rights of the data subject

You have the right to be informed about what personal data is collected and kept by the cargo-partner company, as well as about the purposes of such data processing and recipients of such data. You may request corrections or additions to the incorrect or incomplete data. In certain circumstances, for example, if the accuracy of the data is compromised, you may, until such time as the accuracy is verified, require that your data be processed only with your consent or for the purpose of claiming, exercising or defending legal claims, or in order to protect your right to privacy or privacy of other natural or legal person or for reasons of overriding public interest.

At the same time, you have the right to ask cargo-partner Company to send a copy of your data in a structured and readable format (Data Transfer Law) to you or, if technically possible, to a third party which you have specified.

Under certain circumstances, you have the right to ask us to erase your personal data, if, for example, the data had not been processed in accordance with the principles of privacy protection.

If you exercise your right to correct, erase or restrict data being processed by the cargo-partner Company, we must inform of such request all the recipients who have access to your data, unless this proves to be impossible or does not require disproportionate effort.

In exercising your rights, please contact cargo-partner on the address Kopcianska 92, 852 03 Bratislava.

7. Supervisory Authority

If you believe that processing of your personal data is inconsistent with GDPR, you may file a complaint with the Office for Personal Data Protection of the Slovak Republic, Hraničná 4826/12, 820 07 Bratislava. The above authority shall be competent to deal with any complaints concerning the processing of personal data. (Right to file a complaint)

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