

## JOBSEEKERS

### Information on the processing of personal data

In this information you will learn how we handle your personal data, how you can contact us if you have questions about the processing of your personal data and other important information about the processing of your personal data. This information may change from time to time. Up-to-date information regarding the processing of your personal data is also published on our website [www.elkond.sk](http://www.elkond.sk).

When processing your personal data, we are governed by Act no. 18/2018 Coll. on the protection of personal data, as amended, Regulation (EU) 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 related regulations (hereinafter referred to as the "GDPR")

#### Operator:

**ELKOND HHK, a.s.**, Oravická 1874, 028 01 Trstená, ID number: 36 382 841 (hereinafter referred to as "we")  
Email: [elkond@elkond.sk](mailto:elkond@elkond.sk), tel.: +421 43 3812 814

#### Data Protection Officer:

The Data Protection Officer will answer any questions you may have regarding the processing of your personal data. You can contact the data protection officer by e-mail to the following address: [gpr@elkond.sk](mailto:gpr@elkond.sk) or by post to our address.

#### Personal data we process:

**Contact and professional data:** Name, surname, title, address, telephone number, e-mail address, data contained in the CV, cover letter and job application, data on the education, experience and other skills of job seekers.

#### For what purpose we process your personal data:

**Selection procedures:** We process personal data for the purposes of the selection procedure on the basis of your application for employment – **pre-contractual relationships within the meaning of Art. 6 (1) (b) GDPR.**

**Keeping a database of candidates:** If, when submitting your job application, you give us your **consent to the processing of personal data** for the purpose of inclusion in the database of candidates, we will include you in our database of job seekers for the purpose of contacting you again. We process personal data for the purpose of inclusion in the database of candidates **on the basis of your consent within the meaning of Art. 6 (1) (a) GDPR.** Consent is voluntary and you can withdraw it at any time.

#### How long we keep your personal data:

We will keep your personal data for a period of 6 months after the end of the selection procedure. If we do not invite you to the selection procedure or we do not have any vacancy, we will not store your personal data. If you have given us your consent to be included in the candidate database, we will store your personal data for 2 years after the year in which it was collected.

#### Are you obliged to provide us with personal data?

The provision of personal data for the purposes of the selection procedure is mandatory. In the event of failure to provide personal data, we cannot invite you to the selection procedure. The provision of personal data for the purpose of inclusion in the database of candidates is voluntary.

#### With whom will your personal data be shared?

**We will not share your personal data with anyone and it will not be transferred to third countries.**

#### Will your personal data be used for automated individual decision-making?

Your personal data will not be used for automated individual decision-making, including profiling.

#### Source of your personal data:

We process your personal data that you have provided to us directly. The source from which your personal data originate may be Profesia, spol. s r.o., with its registered office at Pribinova 19, 811 09 Bratislava, ID number: 35800861 if you have sent us a CV through the [www.profesnia.sk](http://www.profesnia.sk) website or the Office of Labour, Social Affairs and Family, if you have registered and are looking for a job through the [www.ispt.sk](http://www.ispt.sk) website.

#### What are your rights?

##### **Right to withdraw consent**

You can withdraw your consent to the processing of personal data for the purpose of inclusion in the candidate database at any time by sending a written request by post to our address or electronically to the e-mail address of

the [elkond@elkond.sk](mailto:elkond@elkond.sk). The withdrawal of consent does not affect the processing of your personal data prior to its withdrawal.

***Right of access to your personal data***

You have the right, upon request, to obtain information from us on what personal data we process about you and to provide you with a copy of your personal data. However, the rights of third parties cannot be restricted thereby.

***Right to rectification or completion of personal data***

Personal data must be correct, up-to-date and true. You have the right, upon request, to rectify inaccurate and complete incomplete personal data. By exercising this right, you will help us to keep your personal data correct and up-to-date.

**Subject to some legal exceptions, you also have the following rights:**

***Right to erasure of personal data***

You have the right to request the erasure of your personal data if the purpose of the processing has ended or the personal data are processed unlawfully.

***Right to restriction of processing***

You have the right to request the blocking of your personal data.

***Right to transfer your personal data***

You have the right, upon request, to receive your personal data that we process about you in a structured, commonly used and machine-readable format and you have the right to request the transfer of this personal data to another operator, if technically feasible. However, the rights of third parties cannot be restricted thereby.

***Right to object to the processing of your personal data***

You have the right to object to the processing of your personal data. However, the exercise of the right to object is not absolute. When exercising the right to object, we will no longer process your personal data unless we demonstrate the necessity of our legitimate interest.

***Method of exercising the rights***

You can exercise your rights by sending a written request by post to our address or electronically to the e-mail address [elkond@elkond.sk](mailto:elkond@elkond.sk).

We will respond to your request regarding the processing of personal data without undue delay in any event within one month of its receipt. In specific cases, the time limit may be extended by a further two months, but in any case, we will inform you of the reasons for the extension within one month of receipt of the request. The information shall be provided free of charge. However, should your requests be disproportionate or frequently repetitive, we may require a reasonable administrative fee to process them.

You have the right to file a motion to initiate proceedings with a supervisory authority (Office for Personal Data Protection of the Slovak Republic (Úrad na ochranu osobných údajov SR), Hraničná 12, 820 07 Bratislava 27 email: [statny.dozor@pdp.gov.sk](mailto:statny.dozor@pdp.gov.sk)) if you believe that the processing of your personal data is contrary to these terms and conditions or applicable legislation.

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