

## Information on Personal Data Processing for Job Applicants

Dear applicants, we are pleased that you are interested in working for our company **FENEGA, s.r.o.** However, this also involves the processing of your personal data. Proper processing of your personal data is important to our company, and its protection is essential to us; therefore, we would like to provide you with information regarding its processing in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as the "Regulation") and Act No. 18/2018 Coll. on Personal Data Protection (hereinafter referred to as the "Act").

Given the scope and subject of its activities, the company is not obliged to appoint a Data Protection Officer. However, if anything remains unclear after reading this document or if you are uncertain about anything, we will be happy to explain any term or part of this document to you. Please do not hesitate to contact us at any time at [gdpr@fenega.sk](mailto:gdpr@fenega.sk) or in writing at the Controller's address (below).

### Who processes your personal data?

#### Controller:

#### **FENEGA, s.r.o.**

Kračúnovce 51, 087 01 Kračúnovce

Company ID: 36 600 938

Premises: Kračúnovce 51, 087 01 Giraltovce

Contact details of the Controller: + 421 55 622 31 05, [fenega@fenega.sk](mailto:fenega@fenega.sk)

Contact details of the designated person: [gdpr@fenega.sk](mailto:gdpr@fenega.sk)

(hereinafter referred to as the "Controller")

### What personal data do we process?

The Controller processes personal data about you in paper or electronic form that is necessary to carry out measures within the selection procedure prior to concluding an employment contract (or an agreement on work performed outside the employment relationship) with you, in order to fulfill their legal obligations.

In case that you have granted consent to the Controller for the processing of your personal data, the Controller processes personal data in relation to which you have granted such consent and solely for the purpose stated in that consent. Regarding job applicants, the Controller processes, in particular, the following categories of personal data to the necessary extent:

- a) **Basic identification data:** Basic identification data includes, for example, name and surname, date of birth, residential address, citizenship.
- b) **Contact data:** Contact data includes, for example, e-mail address, telephone number, correspondence address.
- c) **Sociodemographic data:** This information includes, for example, age, gender, and education obtained
- d) **Data regarding your work experience:** This data includes, for example, data about your job function, your work experience, and training completed.
- e) **Data within the scope of the curriculum vitae (CV) and cover letter**

### For what purpose and on what legal basis does the Controller process your personal data?

- **With your consent**

In the event that you have granted us consent to do so, we process your personal data for the purpose of maintaining a database of job applicants, for a period of 12 months from the receipt of your job application. The provision of your personal data for this purpose and the granting of consent for the processing of personal data for this purpose are entirely voluntary.

- **Without your consent, when processing is necessary for the performance of measures prior to entering into a contract**

The Controller processes your personal data for the purposes of conducting the selection procedure,

including interviews and negotiations regarding the content of your employment contract (or agreement on work performed outside the employment relationship).

- **Without your consent, when processing is necessary for compliance with a legal obligation of the Controller**

The Controller processes your personal data also based on requirements arising from legal regulations, primarily Act No. 311/2001 Coll. Labour Code, as amended; the Controller processes your personal data for the purpose of fulfilling legal obligations within pre-contractual relations, e.g., the obligation to acquaint you with the rights and duties that will arise for you from the employment contract, with the working conditions, and wage conditions under which you are to perform the work.

- **Without your consent**

The Controller processes your personal data based on legitimate interest in the enforcement of legal claims, where the legitimate interest of the Controller is the establishment, exercise, and defence of the company's legal claims.

### **How you can withdraw your consent**

Any freely given consent of yours, which you unequivocally confirm with your signature, may be **withdrawn at any time** at [gdpr@fenega.sk](mailto:gdpr@fenega.sk) or in written form sent to the registered office of the Controller. However, the withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

### **Will your personal data be provided to other recipients?**

#### **Category of recipients:**

- state administration and public authority bodies, courts, law enforcement authorities
- and other entities to which the provision of personal data is required by law

### **Will your personal data be transferred to third countries ?**

The Controller does not intend to transfer your personal data to third countries.

### **How long will your personal data be processed for this purpose?**

- Unless stated otherwise above, the Controller processes your personal data for the duration of the selection procedure for the relevant job position. In the case of a successful job applicant, the Controller processes your personal data after the end of the selection procedure until the day agreed in the employment contract (or agreement on work performed outside the employment relationship) as the day of commencement of work, or until the effective date of the agreement on work performed outside the employment relationship. After this day, the Controller processes your personal data as [that of] an employee for the purpose of fulfilling obligations arising from the employment relationship.
- In the event that you have granted consent to the Controller for the processing of personal data for the purpose of maintaining a database of job applicants, we retain your personal data for a period of 12 months from the end of the selection procedure for the relevant job position, provided that you do not withdraw your consent for personal data processing earlier.
- The Controller may process your personal data after the expiry of the above-mentioned periods if further processing of your personal data is necessary for compliance with a legal obligation to which the Controller is subject, or is necessary for the establishment, exercise, or defence of the company's legal claims.

The Controller applies the principle of minimization, which means that after the period during which the Controller is entitled to process personal data has expired, the personal data is anonymized or deleted from the Controller's databases and information systems.

### **What are your rights in connection with this processing?**

Based on a written request, which is available on the Controller's website [www.fenega.sk](http://www.fenega.sk) you are entitled to exercise the following with the Controller:

- **Withdraw consent** – in cases where we process your personal data based on your consent, you have the right to withdraw this consent at any time. You may withdraw consent electronically at the address of the designated person, or in writing at the Controller's address. Withdrawal of consent does not affect the

lawfulness of personal data processing that we performed based on it regarding you [prior to its withdrawal].

- **Right of access** – you have the right to be provided with a copy of the personal data we have available about you, as well as information on how we use your personal data. In most cases, your personal data will be provided to you in written paper form, unless you request another method of provision. If you have requested the provision of this information by electronic means, it will be provided to you electronically, if technically feasible.
- **Right to rectification** – we take reasonable measures to ensure the accuracy, completeness, and currency of the information we have available about you. If you believe that the data we hold is inaccurate, incomplete, or outdated, please do not hesitate to ask us to modify, update, or complete this information.
- **Right to erasure (to be forgotten)** – you have the right to ask us to delete your personal data, for example, in the event that the personal data we obtained about you is no longer needed to fulfill the original purpose of processing. However, your right needs to be assessed in light of all relevant circumstances. For example, we may have certain legal and regulatory obligations, which means we will not be able to comply with your request.
- **Right to restriction of processing** – under certain circumstances, you are entitled to ask us to stop using your personal data. This applies, for example, to cases where you believe that the personal data we have about you may be inaccurate or when you believe that we no longer need to use your personal data.
- **Right to data portability** – under certain circumstances, you have the right to ask us to transfer the personal data you provided to us to another third party of your choice. However, the right to portability only applies to personal data that we obtained from you based on consent or based on a contract to which you are one of the parties.
- **Right to object** – you have the right to object to data processing that is based on our legitimate interests. In the event that we do not have a compelling legitimate ground for processing and you file an objection, we will not process your personal data further.
- **Right to initiate personal data protection proceedings** – if you believe that we are processing your personal data unfairly or unlawfully, you may file a complaint with the supervisory authority, which is the Office for Personal Data Protection of the Slovak Republic, Hraničná 12, 820 07 Bratislava 27; tel. number: +421 /2/ 3231 3214; email: [statny.dozor@pdp.gov.sk](mailto:statny.dozor@pdp.gov.sk), <https://dataprotection.gov.sk>. In the case of filing a motion in electronic form, it is necessary that it meets the requirements under Section 19(1) of Act No. 71/1967 Coll. on Administrative Proceedings (Administrative Procedure Code).  
The Controller shall provide the data subject with information on measures taken based on their request within one month of receipt of the request.

**Does automated decision-making, including profiling, occur during the processing of your personal data?**

No automated decision-making, including profiling, occurs during the processing of your personal data.