

# **Information on the processing of personal data of applicants for job opportunities in the CreativeDock Group**

Please read how we handle the personal data you provide to us.

## **Who handles your personal data (PD) and how can you contact us?**

The following companies belonging to the CreativeDock Group are joint controllers of personal data:

- **Creative Dock Czech s.r.o.**, with registered office at Letenské sady 1500/80, Holešovice, 170 00 Prague 7, ID No.: 07264968
- **CreativeDock a.s.**, with registered office at Letenské sady 1500/80, Holešovice, 170 00 Prague 7, ID No.: 28988442
- **Creative Opco s.r.o.**, with registered office at Letenské sady 1500/80, Holešovice, 170 00 Prague 7, ID No.: 07669887
- **CreativeDock PRG s.r.o.:** with registered office at Letenské sady 1500/80, Holešovice, 170 00 Prague 7, ID No.: 24250252
- **CreativeDock GmbH (CH)**, with registered office at Bäregasse 16, 8001 Zürich, Switzerland, ID No.: CHE-386.505.264
- **CreativeDock ZRH GmbH**, with registered office at Bäregasse 16, 8001 Zürich, Switzerland, ID No.: CHE-235.819.088
- **Rohrbeck Heger GmbH**, with registered office at Friedrichstraße 120, 10117 Berlin, Germany, HRB 164491 B
- **CreativeDock GmbH (DE)**, with registered office at Amalienstr. 62, 80799 München, Germany, HRB 230900
- **CreativeDock BER GmbH**, with registered office at Chausseestraße 111, 10115 Berlin, Germany, HRB 185088 B
- **Creative Dock AT GmbH**, with registered office at Leopold Ungar Platz 2/2/1.Stock, 1190 Wien, Austria, ID No.: 519386-000

(collectively "**We**", "**Data Controller**" or "**CreativeDock Group**")

You can contact us at the registered office of any of the CreativeDock Group companies or by email at [privacy@createdock.cz](mailto:privacy@createdock.cz).

We have also appointed a Data Protection Officer, who can be contacted at [dpo@createdock.com](mailto:dpo@createdock.com).

## **Why, on what basis and how long do we work with your data?**

We process your personal data for as long as is necessary, but no longer than the period set out below, to fulfill the purposes set out below:

|    | <b>Purpose of personal data processing</b>  | <b>Legal basis for personal data processing</b>  | <b>Period of processing the personal data</b>  |
|----|---|--|--|
| 1. | Assessing the suitability of an applicant for the job opportunity in a selection procedure                    | Performance of the contract, or implementation of measures taken prior to the conclusion of the contract at your request (including contract negotiations) | Until the end of the selection procedure for the job opportunity   |
| 2. | Protecting our legitimate interests (e.g. compliance with non-discrimination and equal treatment obligations) | Our legitimate interest  | 4 calendar years from the end of the selection procedure,<br><br>For the duration of any pending administrative, judicial or other proceedings (i.e. longer) |
| 3. | Inclusion in the database of applicants for the job opportunities in CreativeDock Group                       | Consent  | For a period of 2 years from the granting of consent.  |

### **What categories of your data do we process?**

- Identification data (name and surname including title, e-mail address)
- Contact details (delivery address, telephone number, e-mail address)
- Details of your education, qualifications and work experience
- Details of your previous employment
- Other information about you, including job and financial expectations and information you have provided in your CV or in communication and interview with us
- Information about your suitability to cooperate with us (including evaluation during the selection process / Bootcamp) and information about the conditions under which you are willing to enter into a contract.
- Information concerning my evaluation during the selection process, including the result
- Link to LinkedIn profile

We process data that we have obtained directly from you or with your consent from the professional network LinkedIn, Github (or other similar professional network) or with your consent from a person who has provided us with a reference to you and without your consent from publicly available sources.

### **Who can we pass your data to?**

We may pass your data to our external processors who provide us with IT, marketing and other support services (e.g. recruitment).

We may also pass your data to recipients who are our clients, if the job opportunity relates exclusively or mainly to a project that we are preparing for the recipient and in which you will be personally involved.

Your data will only be handled in the EU and Switzerland, where data protection is ensured. In the event of a transfer to another third country, we will inform you.

## **What are your rights?**

Data protection legislation guarantees you various rights in the area of data protection: to the extent that data protection legislation - in particular the GDPR - guarantees this, you can exercise the following rights against us:

- to access to your personal data (information about what specific data we handle and how we handle it),
- to withdraw consent to the processing of personal data that we process on this basis
- to restrict the processing of your data (i.e. we will not delete the data yet, but we will not work with it),
- to correct and delete your personal data (always if the legal conditions are met),
- to object to processing,
- to apply for data portability,
- to obtain information about a breach of security of your personal data.

To exercise any of these rights, please contact us using the contact details above - the easiest way is to email us at [privacy@creativedock.cz](mailto:privacy@creativedock.cz) and we will be happy to help you exercise your rights. If you believe that we are violating the law by processing your personal data, you can file a complaint with your national supervisory authority (for the Czech Republic: [www.uoou.cz](http://www.uoou.cz), for Austria: <https://www.dsb.gv.at>, for Germany: [https://www.bfdi.bund.de/DE/Home/home\\_node.html](https://www.bfdi.bund.de/DE/Home/home_node.html), Berlin: <https://www.datenschutz-berlin.de/> and Munich: <https://www.lda.bayern.de/de/index.html>, for Switzerland: <https://www.edoeb.admin.ch/edoeb/de/home.html>).

## **Do I have any responsibilities?**

First and foremost, you must ensure that the personal information you provide and disclose to us is relevant, truthful, accurate and not misleading. You must also not conceal material facts with respect to the job opportunity.

In connection with the processing of personal data, we also comply with other obligations arising from the General Data Protection Regulation (GDPR) and other relevant legislation.