

## PERSONAL DATA PROCESSING INFORMATION

Dear job applicant,

in connection with your participation in the selection process for a job position (*hereinafter referred to as the "Selection Process"*) in the company **BALU group s. r. o.**, with its registered seat at Považské Podhradie 390, Považská Bystrica 017 04, Company ID No. (IČO): 46 062 823, registered with the Commercial Register of the District Court Trenčín, Section: Sro, Insert No.: 24138/R (*hereinafter referred to as the "Company"*), please find below a summary of basic information about the processing and protection of your Personal Data by the Company as a Controller of your Personal Data pursuant to EU General Regulation No. 2016/679 on the protection of individuals with regard to the processing of Personal Data and on the free movement of such data (*hereinafter referred to as the "GDPR Regulation"*) and Act No. 18/2018 Coll. on Personal Data Protection and on Amendments to Certain Acts (*hereinafter referred to as the "Act"*); the *GDPR Regulation and the Act together hereinafter jointly referred to as the "Legislation"*).

### 1. Scope and Purpose of Personal Data Processing

Within the Selection Process, we will collect and process your following Personal Data (*hereinafter referred to as the "Personal Data"*) for the purposes mentioned below:

- **Recruitment of Employees (Pre-Contractual Relations):**
  - name, surname (or maiden name) and degree
  - date and place of birth
  - permanent residence address or address for service (if different from the permanent residence address)
  - CV or cover letter
  - the commencement of the previous employment and its duration
  - contact details in the scope of telephone no. and e-mail
  - references, competence to perform work for a given job position
  - information about education, certificates or other testimonials

The purpose of processing your Personal Data is to recruit employees to our Company. Your data are processed in order to determine whether you meet the requirements set out in the Selection Process or whether you are a suitable candidate for the job position you have applied for.

### 2. Legal Basis for Processing of Your Personal Data

The legal basis for the processing of your Personal Data for the purpose of recruiting employees to our Company is the provision of Article 6 para. 1 letter b) of the GDPR Regulation, in accordance with which the measures before the conclusion of the contract are regulated (the so-called pre-contractual relations related to your possible future employment relationship with our Company). For this purpose, we may process your respective Personal Data even without your consent.

All Personal Data will be treated as confidential and will only be used for the intended purposes.

When processing your Personal Data, there is no automated individual decision-making or profiling as regards the data subject.

### 3. Place and Period of Storage

Documents containing your Personal Data will be stored/processed by non-automated means at the registered seat of the Company in the Slovak Republic.

Your Personal Data processed for the purpose of recruiting employees will be kept for the period necessary to achieve the specified purpose (selection of a suitable candidate for the job position), but no longer than 3 (three) months from the date of the Selection Process completion. After the this period expires or after the specified purpose is achieved, your Personal Data will be deleted,

i.e. data in paper (material) form will be mechanically shredded and data in electronic form will be permanently deleted from the disk of the computer on which they were stored. If you wish to be provided with additional data on the retention period of specific Personal Data, you can contact the person authorised for personal data protection according to Article 7. If you are selected for a job position, we will continue to store your Personal Data within your personal file in accordance with the Company's internal regulations on Personal Data protection, about which you will be specifically instructed prior to commencing your job.

### 4. Recipients of Personal Data

Your Personal Data may be made available to government authorities in the field of labour law, health insurance companies, social insurance company and other entities established by law in the event of successful completion of the Selection Process, of which you will be repeatedly notified in connection with entering into employment relationship or other labour-law relationship.

Personal Data will not be transferred to countries outside the European Union. There is no transfer of Personal Data to a third country or an international organisation.

### 5. Your Rights in Relation to the Personal Data Processing

In relation to the processing of your Personal Data, you have:

- **the right to clear, transparent and comprehensible information** about how the Company uses your Personal Data and what rights do you have (also this document serves that purpose);
- **the right of access** to Personal Data and to be provided with other information related to their processing by the Company;
- **the right to rectify** incorrect and to supplement incomplete Personal Data;
- **the right to delete** your Personal Data, in particular where:
  - they are no longer needed for further processing;
  - you have withdrawn your consent to their processing (see Article 6. below);
  - you have justifiably objected to their processing;
  - they have been processed unlawfully; or
  - they had to be deleted according to applicable laws

- **the right to limit** the processing of your Personal Data if:
  - you have challenged the correctness of the Personal Data until their accuracy is verified by the Company;
  - the processing is unlawful;
  - the Company no longer needs them, but you need the data for the purpose of asserting your legal claims; or
  - you have objected to their processing until the Company verifies whether the legitimate interests of the Company outweigh your interests
  
- **the right to object to the processing** of your Personal Data if they are processed by the Company:
  - for the purposes of direct marketing; or
  - for the purposes of the Company's legitimate interests
  
- **the right of transmission** of your Personal Data, i.e. the right to obtain your Personal Data that you have provided to the Company in a structured, commonly used and machine-readable format, and the right to transmit such data to another Controller; if technically possible, you have the right to require the Company to provide your Personal Data directly to another Controller;
  
- **the right to file a motion to initiate proceedings on Personal Data Protection** concerning the violation of your rights in the processing of your Personal Data by the Company; You may file your motion to initiate proceedings on Personal Data Protection with the local supervisory authority, namely with the Office for Personal Data Protection, Hraničná 12, 820 07 Bratislava 27; <https://dataprotection.gov.sk>.

Further information regarding your Personal Data will be provided to you by the person authorised for Personal Data Protection (see Article 7 below).

## **6. Right to Withdraw Your Consent**

You may withdraw your consent to the processing of your Personal Data (in cases where it is required) at any time in writing at the Controller of your Personal Data (Article 7 below) or by contacting the person authorised for Personal Data Protection at the following e-mail address: [balu@balugroup.sk](mailto:balu@balugroup.sk)

However, the withdrawal of your consent will not affect the lawfulness of the processing of your Personal Data based on your consent, which has been granted before its withdrawal.

## **7. Identity and Contact Details of the Controller**

The Controller of your Personal Data is our Company:

BALU group s. r. o.  
 Považské Podhradie 390, Považská Bystrica 017 04  
 Company ID No. (IČO): 46 062 823

Contact details of the person authorised for the Personal Data Protection:

- **Name: Adam Lukajka**
- **E-mail: balu@balugroup.sk**
- **Phone No.: +421 917 977 552**

## **8. Personal Data Protection**

To ensure the safety and confidentiality of your Personal Data, which is especially important for the Company, we use technical and organisational measures namely for the protection against unauthorised access to data and their misuse, to ensure the security of the Company's IT systems and for data recovery in the event of any incident. Where appropriate, we use encryption to protect your Personal Data. We regularly evaluate and update all measures.

The Personal Data Processing is done manually in electronic information systems, which are subject to physical, technical and procedural control. In order to protect the data, we have implemented a security mechanism including technical, organisational and personnel measures.