

Information on the processing of personal data of job applicants

The company Whalebone, s.r.o., ID: 05120403, with registered office: Jezuitská 14/13, 60200 Brno (hereinafter referred to as "the company") aims to protect your privacy as a personal data controller. We want you to be absolutely sure that we handle your personal data with due care and in accordance with our obligations under applicable law. We would therefore like to inform you about the facts concerning the processing of your personal data (as a job applicant) by our company.

Where we get your personal data from

We process personal data that you provide to us directly, in writing or orally.

In addition, we may obtain your information from the following sources:

- a) from third parties that offer job vacancies (websites on which we advertise job vacancies), if you have applied for a job directly through one of these websites,
- (b) from professionally focused social networking sites such as LinkedIn, if we have found and contacted you via these social networking site, or
- c) from a recruitment agency, if you have been recommended for one of our job vacancies by a recruitment agency.

Which of your personal data we process, why and for how long, and what is the legal basis for the processing:

The following table provides an overview of the personal data that we usually process as part of the recruitment process, the purpose of such processing (i.e. why) and how long we keep it. We also provide the legal basis for processing your personal data.

Categories of personal data	Purpose of their processing	Legal basis	Retention period
<ul style="list-style-type: none">- name and surname,- title,- date of birth,- contact details (e-mail, telephone number, permanent address, temporary address or correspondence address),- photo (if you decide to send it to us).- information about your study and work experience, technical and other skills (such as language skills, driving licence, etc.), publications and hobbies, and references from former or current employers, i.e. information you have sent us in your CV and cover letter.- For the purposes of the selection process, we may	Primarily, we will process your personal data for the purpose of filling the job you have expressed interest in (i.e. to evaluate whether you are a suitable candidate.	to carry out the measures necessary prior to the possible conclusion of an employment contract (Article 6(1)(b) GDPR	for the duration of the selection process, or until you tell us that you are no longer interested in applying for the position
	for the purpose of filling a specific vacancy after the end of the selection procedure, in case the selected candidate does not start work or the employment relationship is terminated during the probationary period and the company wishes to offer the vacant position to another candidate	our legitimate interest (Article 6(1)(f) GDPR	for a period of 3 - 6 months from the date on which the position was/is to be filled, or until you inform us that you are no longer interested in applying for the position
	If you consent, we will also process your personal data for the purpose of contacting you in the future about other job vacancies (i.e. to assess whether you are a suitable	consent to processing (Article 6(1)(a) GDPR)	only for the period for which you give your consent, i.e. for 1 year, or until you withdraw your consent or request the deletion of your personal data

<p>also evaluate the information you post on professional social networks (e.g. LinkedIn). We store this information.</p> <p>- For the purposes of the selection process, we may also evaluate the information you post on professional social networks (e.g. LinkedIn). We store this information.</p>	<p>candidate or to contact you for an interview)</p> <p>If you participate in the entire selection process (i.e. if you do not notify us that you are no longer interested in applying for the job in question), we will continue to process your personal data after the selection process for the purpose of a legal defence in the event that legal action is brought against the company</p>	<p>our legitimate interest (Article 6(1)(f) GDPR</p>	<p>for a period of 4 years from the end of the selection procedure</p>
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How will we handle your personal data?

The processing of personal data is carried out directly by the company. Your personal data is accessible to the company's HR department and to selected employees of the department within which the job vacancy you are applying for is classified, who are obliged to maintain the confidentiality of this data, or only to a strictly limited number of people (the relevant HR and legal department) in the event of a dispute.

We guarantee the protection of the personal data processed by the security measures specified in Article 32 of the GDPR. We do not disclose your personal data to any other third party (nor is it transferred to any third country or international organisation), with the exception of the processors we use (see section "Recipients of personal data") and litigation. The transfer of data to third countries always takes place in accordance with Chapter V of the GDPR. In addition, we only use partners who have provided us with sufficient guarantees that they comply with the requirements of the GDPR and that your data will always be safe.

You can request information from us as to whether or not your personal data has been transferred.

Recipients of personal data

We use the services of the following categories of recipients of personal data:

- service providers related to our IT, operational and communication services
- website management and development providers, providers who analyse and improve our website
- external ATS provider
- career portals (if you have decided to respond to our job offer)

We take full responsibility in relation to the relevant data protection legislation and ensure that your personal data is equally protected if it is processed by an external provider engaged by us.

In certain circumstances, we share and/or are required to share your personal information with government authorities in order to comply with governmental requests.

You have control over your personal data

You have the right to:

- access to your personal data (pursuant to Article 15 GDPR)
- correction of your personal data (pursuant to Article 16 GDPR)
- deletion of your personal data (pursuant to Article 17 GDPR)
- restriction of the processing of your personal data (pursuant to Article 18 GDPR)
- portability of your personal data processed by the controller (pursuant to Article 20 GDPR)
- object to the processing of your personal data (pursuant to Article 21 GDPR)
- the right to a review of an automated decision (pursuant Article 22 GDPR)

If you have any questions about this privacy policy, our processing of your data or the exercise of the rights set out above, please contact us by email at recruitment@whalebone.io or by sending a letter to the company at the address set out at the beginning of this privacy policy.

Data Protection Officer

You can also contact our Data Protection Officer at dataprotection@whalebone.io regarding the processing of your personal data.

If you are not satisfied with the way we process your personal data

If you believe that we are unlawfully processing your personal data or if you believe that any of your rights listed above have been violated, please contact our Data Protection Officer at the above email address. You may also contact the supervisory authority - the Office for Personal Data Protection (e-mail: posta@uouu.cz; www: <https://www.uouu.cz>) with a complaint.