

**Conditions Regulating the Protection of Personal Data Provided to
Bubenik Partners International SE**
(hereinafter the “**Personal Data Protection Terms and Conditions**”).

Last updated: 1 May, 2019

I
Introductory Provisions

Bubenik Partners International SE, registration No.: 04151216, with its registered office at Okrajní 4, Praha 10, registered in the Commercial Register administered by the Municipal Court in Prague, Section H, entry 1604 (hereinafter **Bubenik Partners**) processes personal data of others pursuant to applicable legal regulations, i.e. effective from 25 May 2018 in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council 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 the “**Regulation**” or “**GDPR**”), and also pursuant to the Act No. 110/2019 Sb., on Personal Data Protection, as amended (hereinafter the “**Act**”).

Below you can find the basic principles of Bubenik Partners related to the processing of personal data that is provided to Bubenik Partners either by a client / business partner / another third party (hereinafter collectively also referred to as the “**Client**”) or by a candidate looking for a new career opportunity or contacted by Bubenik Partners with a new career opportunity (hereinafter also referred to as the “**Candidate**”). The purpose of these principles is to provide the Client or the Candidate with information on which personal data Bubenik Partners processes with respect to natural persons in relation to the fulfilment of contractual or other statutory obligations, the provision of services and business proposals, information as to the purpose and how long Bubenik Partners will process such information and on which grounds they can provide it, and information on which rights natural persons have in relation to personal data processing.

These principles concern processing the personal data of Clients and Candidates in any relation to Bubenik Partners and appropriately their representatives and/or contact persons, and visitors to the website operated by Bubenik Partners, to the extent of personal data corresponding to their position with respect to Bubenik Partners.

II
Personal Data Controller

The personal data controller is Bubenik Partners International SE, registration No.: 04151216, with its registered office at Okrajní 4, Praha 10, registered in the Commercial Register administered by the Municipal Court in Prague, Section H, entry 1604.

III
Contact Person

The contact persons are either Jan Bubeník, Managing Partner, tel.: +420 724 369 705, e-mail: jan.bubenik@bubenikpartners.cz; or Ms. Petra Nigrínová, Office Manager, phone number: +420 603 400 101, e-mail: petra.nigrinova@bubenikpartners.cz.

Pursuant to the Regulation, Bubenik Partners is not obligated to appoint a data protection officer.

IV
The Scope of Personal Data

Personal data means any information related to an individual that Bubenik Partners is able to identify. When providing their services as part of their business activities, Bubenik Partners may process the following categories of personal information:

1. **Basic personal identification information and addresses** – data required for contract execution and performance, information provided in the Candidate’s resume and/or cover letter submitted by the Candidate who agrees to be included in the Bubenik Partners’ database in order to be potentially approached with a new career opportunity offered by a Client, and information required for the presentation of the Candidate to a third party for the purpose of searching for suitable employment or other similar positions.

This mainly includes:

- academic degree title
- name(s), surname
- date of birth
- address of permanent / temporary / actual residency
- information regarding education and places of education
- information about previous work history, career experience, job positions
- information about compensation expectation
- information about leisure activities and hobbies
- information about marital status and family
- business name
- registration No., VAT No.
- registered address or place of business
- invoicing address
- numbers of submitted IDs and their copies (all information that is not necessary for the provision of the service will be redacted in ID copies)
- identification of the Client’s representative or appointed contact person
- bank details
- signature

2. **Contact information and localization information** – data required for due contract performance or for solving disputes ensuing from the provision of service or for approaching the Candidate with a new career opportunity or for presenting the Candidate to a third party for the purpose of searching for suitable employment or other similar positions.

- contact telephone number
- contact e-mail

Bubenik Partners does not process personal data listed under “special categories of personal data”.

V

Purpose of Personal Data Processing

The purpose of personal data processing is

- To create and administer a database of Candidates for employment and other similar, mainly managerial, positions with potential future employers. The purpose of such database is to enable and facilitate the establishment of a mutually beneficial employment relationship between Candidates for employment and similar positions and among legal entity Clients seeking suitable candidates to staff their employment and other similar positions. The provision of personal data by a Candidate is a prerequisite for finding opportunities for the Candidate to be hired for an employment or other similar position. Consent granted by the data subject is required for personal data processing for this purpose. The Candidate is not under any obligation to provide his/her personal data and/or grant consent to its processing. No sanction will be applied if a Candidate does not provide his/her personal data or does not grant his/her consent to its processing.
- The fulfillment of contractual and statutory obligations by Bubenik Partners. Consent by the data subject is not required for personal data processing for this purpose. Personal data processing due to contractual and statutory obligations may not be refused.

VI

Legal title for personal data processing

The legal title for personal data processing is as follows:

- informed consent with personal data processing provided by the Client;
- the fulfilment of obligations in relation to the data subject;
- the fulfilment of statutory obligations;
- protection of the controller's legitimate interest

VII

Personal Data Recipient

The recipient of personal data provided to Bubenik Partners under consent granted to process personal data may be any domestic or foreign legal entity that shows interest in such data in line with the purpose of the provision of personal data. Candidates must be demonstrably informed, either electronically or in person, of a third party's request to receive his/her personal data, including the identification of such third party and the reason for their request.

Personal data for which the legal title for its processing does not fall under the "Data subject's consent to processing" may be made available to persons authorized under special legal regulations (such as law enforcement authorities, tax authorities, etc.). Bubenik Partners will not provide the data to any other persons.

VIII

Term of Personal Data Storage

Personal data is processed to the full extent required to perform activities in line with the purpose of processing as specified above over a period required to achieve the purpose of personal data processing or over a period directly provided for by legislation with respect to the ultimate contractual or statutory period of time over which defects/damages may be claimed under a warranty period. After that, personal data is either deleted or made anonymous. If a Client has met all contractual obligations towards Bubenik Partners and Bubenik Partners has met all contractual obligations towards the Client, the term for exercising contractual and/or statutory rights has lapsed, and Bubenik Partners has met all statutory conditions for which they process the personal data, Bubenik Partners deletes Clients' or Candidates' personal data or makes it anonymous. Pursuant to the provisions of Section 35 of Act No. 235/2004 Sb., on Value Added Tax, invoices issued by Bubenik Partners must be archived for 10 years from their date of issue. In order to prove the legal cause for issuing invoices, Client contracts are also archived for the period of 10 years from the date of contract termination.

IX

Rights of the Data Subject

Pursuant to the Regulation, a data subject will have the following rights as long as he or she is an identifiable person and proves his/her identity to Bubenik Partners. Bubenik Partners will try to accommodate data subjects who exercise these rights to the greatest possible extent.

The right of access to personal data: Either the Client or the Candidate has the right to access his/her personal data, which also includes the right to obtain from Bubenik Partners:

- confirmation whether his/her personal data is being processed;
- information about the purpose of processing, categories of personal data concerned, the recipient to whom the personal data has been or will be disclosed, the envisaged period for which the personal data will be stored, the existence of the right to request from the controller the rectification or erasure of personal data or a restriction on the processing of personal data concerning the data subject or to object to such processing, the right to lodge a complaint with a supervisory authority, any available information as to the source of the personal data where the personal data is not collected from the data subject, the existence of automated decision-making, including profiling;
- if the rights and freedoms of others are not adversely affected, copies of personal data.

The right to confirmation as to whether or not personal data is being processed and the right to information can be requested in writing at Bubenik Partners' registered office.

The right to correct inaccurate data: A data subject shall have the right to obtain from Bubenik Partners the rectification of inaccurate personal data concerning him/her. A Client of Bubenik Partners or a Candidate is also obligated to notify any and all changes to his/her personal data and prove that such changes have occurred. He/She must also provide cooperation if it is determined that any personal data that Bubenik Partners processes about him/her is inaccurate. Rectification will be made without undue delay as is technically possible. A request for rectification of one's personal data can be lodged in writing at Bubenik Partners' registered address under the condition that the legitimacy of such request is proved.

The right to erasure: A data subject shall have the right to obtain from Bubenik Partners the erasure of personal data concerning him/her unless Bubenik Partners can prove legitimate reasons for processing such personal data. Bubenik Partners has established mechanisms to ensure the automatic anonymization or erasure of personal data if such data is not needed for the purpose for which it was processed. If a data subject believes that his/her personal data has not been deleted, he or she can refer to Bubenik Partners' registered office in writing.

The right to restrict processing: Until an initiative has been solved, a data subject has the right to restrict processing where the accuracy of the personal data is contested by the data subject or where the data subject lodges an objection against processing to Bubenik Partners in writing.

The right to be notified of the rectification or erasure of personal data or the restriction of its processing: A data subject is entitled to be notified by Bubenik Partners of any rectification or erasure of personal data or restriction of personal data processing. If personal data is rectified or erased, Bubenik Partners will communicate this to individual recipients unless this proves impossible or involves disproportionate effort. Subject to a request by data subjects, Bubenik Partners can provide information about such recipients.

The right to data portability: A data subject has the right to transmit data that concerns him/her and that the data subject provided to the controller in a structured, commonly used and machine-readable format to Bubenik Partners to another controller.

The right to object to personal data processing: A data subject has the right to object to the processing of personal data concerning him/her based on the legitimate interest of Bubenik Partners. If Bubenik Partners fails to demonstrate compelling legitimate grounds for the processing that override the interests, rights and freedoms of the data subject, following their making an objection, Bubenik Partners will immediately terminate the processing without undue delay. The objection may be lodged in writing at the Bubenik Partners' registered office.

The right to withdraw consent to personal data processing: Consent to personal data processing for business purposes may be withdrawn any time. The withdrawal must be made as an explicit, comprehensible and definite act of will, either electronically to the e-mail address office@bubenikpartners.cz or in writing at the registered office of Bubenik Partners.

Automated individual decision-making, including profiling: A data subject has the right not to be subject to any decision-making based on automated processing, including profiling, that would have legal consequences for him/her or would similarly concern him/her. Bubenik Partners hereby declares that they do not perform any automated decision-making without human evaluation that would have legal consequences for data subjects.

The right to refer to the Office for Personal Data Protection: A data subject is entitled to lodge a complaint with the supervisory office if he/she believes that the processing of his/her personal information violates the Regulation. The supervisory office for data subjects with permanent residency in the Czech Republic is the Office for Personal Data Protection.

X

Effective date of the Personal Data Protection Terms

These Personal Data Protection Terms and Conditions are effective as of 25 May 2018.

These Personal Data Protection Terms were prepared pursuant to General Data Protection Regulation (GDPR) as well as the Act.