

**SlovTan Contract Tannery, spol. s r.o.**  
Priemyselná 1, 031 01 Liptovský Mikuláš, Slovenská republika  
T: +421 44 5477111, F: +421 232201071



## **INSTRUCTIONS FOR EMPLOYMENT APPLICANTS**

### ***Who is the controller?***

The controller is our company:

### **SlovTan Contract Tannery spol. s r.o.**

Priemyselná 1

031 01 Liptovský Mikuláš

Slovak Republic

Comp. Reg. No.: 31 592 635

Contact person responsible for personal data protection:

Tel.: +421 905 108447 e-mail: [gdpr@slovtan.sk](mailto:gdpr@slovtan.sk)

that is, a legal entity that will process your personal data pursuant to 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 and repealing Directive 95/46/EC (General Data Protection Regulation) and Act No. 18/2018 Coll. on the Protection of Personal Data.

### ***Who is a data subject?***

The data subject is you as the person whose personal data are processed.

### ***What is data subject instruction?***

This instruction explains how we will deal with your personal data that you have provided to us and at the same time lists your rights related to the processing of personal data.

### ***Provision of personal data***

Providing your personal data within the scope and for the purposes listed below is a requirement that is necessary for the possible conclusion of an employment contract. The possible consequence of not providing personal data within the scope required by the controller includes the impossibility of the controller to achieve the purposes listed below, the impossibility of registering you as a job applicant in the company and the possible loss of your possibility to be approached in the future with a job offer in our company.



### ***What is the purpose of processing your personal data?***

Your personal data are processed for the purpose of:

- inclusion of the data subject in the selection procedure;
- creating and maintaining a database of job applicants;
- finding a suitable and qualified employee and for the purpose of contacting him/her by the controller, if the controller latter shows an interest in contacting the job applicant in the future;
- provision of personal data and information listed in the professional CV and additional documentation submitted to the controller or provided in the course communication with the controller to persons directly or indirectly managed by the controller for the above-mentioned purposes, in particular for the purpose of possibly contacting the applicant with an offer for a job opportunity;
- possible verification of the information provided in the professional CV and additional documentation submitted to the controller and verification of personal references with third parties, which may in particular be the current or previous employer of the data subject or another person listed as a reference person in the data of the data subject provided to the controller.

### ***What is the legal basis for the processing of your personal data?***

The list of legal bases that authorize the controller to process personal data about the job applicant:

1. Act No. 311/2001 Coll., the Labor Code as amended;
2. Act No. 5/2004 Coll. on Employment Services and on amendments to certain laws as amended;
3. Act No. 124/2006 Coll. on Occupational Health and Safety and on amendments to certain laws as amended;
4. Act No. 570/2005 Coll. on Conscription and on amendments to certain laws as amended;
5. Act No. 122/2013 Coll. on Personal Data Protection and on amendments to certain laws;
6. legitimate interest of the controller;
7. Act No. 18/2018 Coll. on Personal Data Protection;
8. consent of the job applicant.

### ***What personal data is collected?***

For the purpose of maintaining a personnel agenda on job applicants, the following personal data are collected:

- academic titles, name and surname;
- the photo;
- data on previous employers;



- personal data provided in the application for employment, in the professional CV, in the motivation letter and other documentation sent to the Company for the purpose of applying for employment;
- personal data processed on confirmations and certificates of passed exams and acquired education and educational activities;
- information about completed trainings, courses, trainings, etc.;
- personal data obtained during a personal interview at the Company;
- job classification;
- telephone number;
- e-mail address;
- signature;

and the mentioned personal data may or may not be processed by the company. The Company, as a potential future employer, only processes personal data for the processing of which the company has been given consent and the processing of which is necessary for the above-mentioned purposes of personal data processing.

### ***Which entities can access your personal data?***

Your personal data may be shared:

- with persons directly or indirectly controlled by our company (especially subsidiaries and affiliated companies) for the above-mentioned purposes, in particular for the purpose of possibly contacting the applicant with an offer for a job opportunity;
- with third parties, who may in particular be your current or previous employer or another person listed as a reference person in the data you provide to the company, for the purpose of verifying the information provided in your professional CV and additional documentation and your personal references.

### ***Will your personal data be transferred outside the European Union?***

Personal data are not transferred to any third country or international organization.

### ***How long will your personal data be stored?***

Your personal data will be stored until the purpose for which they were provided to us is fulfilled, or for the period of withdrawal of the consent in the case of data that we process on the basis of your consent.

You can ask us for details on the retention period of your personal data at any time and in any way.

Your personal data will be kept secure, in accordance with the security policy of the controller and only for the time necessary to fulfil the purpose of processing. Access to your personal data will only be



limited to persons authorised by the controller to process your personal data and who processes it based on the instructions of the controller, in accordance with the controller's security policy.

Your personal data is backed up, in accordance with the controller's retention policy. Your personal data will be completely erased from the backup storage as soon as possible in accordance with the back-up policy. Personal data held on backup storages are used to prevent security incidents, in particular a data availability breach as a result of a security incident. The Company is obliged to ensure that data is backup in accordance with the 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, and repealing Directive 95/46/EC (General Data Protection Regulation) and Act No. 18/2018 Coll. on the Protection of Personal Data.

### *What rights do you have?*

- **Withdraw consent** – where we process your personal data on the basis of your consent, you have the right to withdraw that consent at any time. The consent can be revoked electronically, to the address of the person responsible, in writing, by sending a notice of withdrawal of the consent or in person at the operator. Withdrawal of the consent does not affect the lawfulness of the processing of personal data that we processed about you on the basis of that consent.
- **Right of access** – you have the right to be provided with copies of the personal data we hold about you, as well as information about how we process your personal data. In most cases, your personal data will be provided to you in a written paper form, unless you request a different method of provision. If you have requested this information by electronic means, it will be provided to you electronically where technically possible.
- **Right to rectification** – we take reasonable steps to ensure that the information we hold about you is accurate, complete and up to date. If you believe that the data we hold is inaccurate, incomplete or out of date, please do not hesitate to ask us to correct, update or complete this information.
- **Right to erasure (to be forgotten)** – you have the right to ask us to erase your personal data, for example, if the personal data we have collected about you is no longer necessary to fulfil the original purpose of the processing. However, your right must be considered in light of all the relevant circumstances. For example, we may have certain legal and regulatory obligations which mean that we may not be able to comply with your request.
- **Right to restrict processing** – under certain circumstances, you are entitled to ask us to stop using your personal data. This is for example where you think that the personal data we hold about you may be inaccurate or where you think 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 have provided to us to another third party of your choice. However, the right to portability only applies to personal data that we have obtained from by consent or under a contract to which you are a party.

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- **Right to object** – you have the right to object to data processing based on our legitimate interests. If we do not have a compelling legitimate reason for processing and you object, we will not longer process your personal data.
- **The right to initiate personal data protection proceedings** – if you assume that your personal data is being processed unfairly or unlawfully, you can initiate 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 electronic submission, it must comply with the requirements under Art. 19 (1) of the Act No. 71/1967 Coll. on Administrative Procedure (Administrative Procedure Code).

***Will your personal data be used for automated individual decision-making?***

Personal data will not be used for automated individual decision-making, including profiling

***How to revoke your consent to the processing of personal data?***

Your personal data will be processed for the purpose of registering job applicants only if you have expressly agreed to such use when giving consent to the processing of your personal data. Consent to the processing of personal data can be revoked at any time and in any form, especially in person, via e-mail, or by mail to the controller's address.

Consent can be revoked individually for any of the personal data or in aggregate. After withdrawal of your consent, your personal data will not be further processed and will be disposed of immediately. The withdrawal of the consent is applicable only to those categories of personal data for which consent was given, it does not apply to personal data processed on the basis of the law or to the performance of a contract to which you, as the data subject, are a party.