

Information about personal data processing when conducting selection procedures for filling work positions

We are happy that you are interested in working for our company. Before you tell us anything about yourself, we would in turn like to provide you with some brief information about the processing of your personal data during the selection procedure.

Summary in one paragraph (for those not wishing to read dull legal texts):

Only we, i.e. OR-CZ spol. s r.o., will handle your personal data. We will not pass on your data to anyone else. We will use the data for the purpose of organising and conducting the selection process for the position you are applying for. In doing so, we will use your identification and contact details and, of course, your education and work experience. In order to handle your CV and to include you in the selection procedure, we will ask you for your consent to process your personal data. This is voluntary and can be withdrawn at any time. Just keep in mind that if you withdraw it during the selection procedure, we will not be able to complete the procedure properly for you. We will only handle your personal data for the duration of the selection procedure, i.e. until the final candidate is selected to fill the position, and no longer than 2 months after the end of the selection procedure. You may wish to update your personal data, delete it or obtain a general overview of what we record about you. You can also contact the Data Protection Authority if you are unhappy with something.

If, on the other hand, you are the type that likes everything explained to the letter and are not put off by long text, we have a full version of the text for you below.

Personal data controller and their contact details

Our company **OR-CZ spol. s r.o.** is responsible for personal data. We are located at Gorazdova 1477/2, Předměstí, 571 01 in Moravská Třebová, ID: 48168921, e-mail: orczech@orczech.cz (hereinafter referred to as "Controller" or "we").

What personal data will we need from you?

This includes the usual data appearing in CVs, in particular identification and contact details or data on education and work experience. The most common personal data are: title, name and surname, date of birth, permanent or mailing address, e-mail address, telephone contact, professional and educational qualifications, a summary of previous employment, the scope and duration of work in the individual activities, a criminal record extract, photographs and other usual data that you yourself provide in your CV and, last but not least, data that you provide to us in person during the interview.

What will we do with your personal data (what do we need it for)?

We will only handle your personal data in order to organise the selection procedure for the position you are applying for and to subsequently select the final candidate we will approach with an offer of employment.

How long will we keep the personal data?

Only for the duration of the organisation and conduct of the selection procedure (i.e. until the final candidate is selected to fill the position), and no longer than 2 months after the end of the selection procedure. Thereafter, we will duly delete the data of all applicants.

What authorises us to handle personal data?

Your voluntary consent to the processing of personal data. We believe that in this case we need to ask for your consent to be included in the selection procedure. [The consent form can be found here.](#)

You are free to withdraw your consent at any time. To do so, please use the contact details above or visit us in person at our registered office. We can handle everything together there as well.

Do we pass on personal data to anyone else?

Your data is handled only by us. Therefore, we do not use any data processors. The recipient can only be any relevant public authorities in the context of checking activities. We do not transfer personal data to a third country.

Is there anything you can request from us?

Yes. Data protection regulations give you several rights that guarantee that you do not lose control of your personal data. You can therefore:

- withdraw your consent,
- request information about what personal data is being processed about you,
- request an explanation about the processing of your personal data,
- request access to your personal data and have it updated, corrected or completed,
- request the erasure of personal data,
- request the restriction of the processing of personal data,
- if you have any doubts about compliance with the obligations related to personal data processing, you can contact the Controller or complain to the Data Protection Authority (www.uoou.cz).

So now you should have all the information you need about how we handle your personal data.