**INFORMATION ON THE PROCESSING OF JOB APPLICANTS’ PERSONAL DATA**

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| Agenda | Purpose of processing | Personal data category | Legal grounds | Specification | Personal data source | Retention period and erasure time limit | Data recipient categories |
| Correspondence | Received and sent mail | First name, surname, address, phone, e-mail, signature | f) protection of legitimate interests of the controller or other party over which the data subject’s interests in its privacy do not prevail | Specification, exercise or defence of legal claims | Data subject | 2 years | - |
| Record management services | Performance of record management services | First name, surname, address, phone, e-mail, signature | c) performance of the controller’s legal obligation | Act No. 499/2004 Coll. on archiving and record management services | Data subject | 5-10 years according to the retention plan | - |
| Employee recruitment | Keeping a database of job applicants | First name, surname, degree, date and place of birth, citizenship, permanent address e-mail, phone Highest level of education achieved, foreign language knowledge, expertise and skills Job position, previous employment | a) the data subject has given consent to the processing | - | Data subject | 12 months | - |
| Employee recruitment | Keeping records of job applicants participating in the selection process | First name, surname, degree, date and place of birth, citizenship, permanent address e-mail, phone Highest level of education achieved, foreign language knowledge, expertise and skills Job position, previous employment | f) protection of legitimate interests of the controller or other party over which the data subject’s interests in its privacy do not prevail | Selection of an appropriate job applicant | Data subject | For the duration of the selection procedure | - |
| Personnel administration | Registration of initial and periodical medical examinations | First name, surname, department, job type, public health insurance company, details of medical condition | c) performance of the controller’s legal obligation | Act No. 262/2006 Coll., the Labour Code, Act No. 373/2011 Coll., on specific health services; Decree No. 79/2013 Coll., on occupational medical services and certain types of assessment care | Data subject | For the duration of employment and then according to the retention plan or special statutory regulations | General practitioner, s.r.o. |