



# PERSONAL DATA PROTECTION POLICY



## Information on personal data processing

Through this document, as the Controller - ŠKODA AUTO DigiLab s.r.o., registered office at Jankovcova 1603/47a, Holešovice, Prague 7, Postal Code 170 00, Company ID No.: 05976359, registered in the Commercial Register of the Municipal Court in Prague under file No. C 274001 (hereinafter “ŠKODA AUTO DigiLab”) – we are providing you with information on personal data processing and your rights relating to the relevant processing.

Processing takes place as part of the following activities:

### Employee recruitment

#### Purpose of processing:

- Assessment of suitability for the position, preparation of the necessary documentation prior to commencement of employment,
- storing candidate's data for future offers and to prevent repeated participation.

#### Description of purpose of processing:

In cooperation with ŠKODA AUTO a.s., we carry out a selection procedure where the personal data you provide is processed for the purpose of assessing your suitability as a job applicant in relation to a specific position, including verification of the information you have provided us with (e.g. verification of publicly available sources, requesting documents or checking references from previous employers). We also process personal data of unsuccessful job applicants who are considered for future employment, whether within ŠKODA AUTO DigiLab or ŠKODA AUTO a.s., in case they have granted us their consent to do so, to the extent of their CVs and other documents from the selection procedure. The CVs of other candidates and other documents are deleted after concluding the selection procedure. In order to reduce repetitive expression of interest and to keep a basic overview of the past selection procedures, we keep a record of personal data, including name and surname and the date of the selection procedure, for all candidates who have been unsuccessful in past selection procedures.

Similarly, we process the data of business partners (entrepreneurs) in order to process their requests and offers of cooperation.

#### Description of legal basis for processing:

The processing of personal data for the purpose of assessing suitability for the position and preparing the necessary documentation prior to the start of the employment relationship is necessary for the recruitment process and conclusion of the contract.

We keep a record of potential suitable candidates for future offers on the basis of consent.

We have a legitimate interest in keeping a record of all candidates, which is to prevent repeated participation in selection procedures and to keep a basic record of past selection procedures.

#### Categories of personal data that we process:

We collect personal data in the scope of CVs and other documents sent by candidates for a specific position through recruitment agencies and our own communication channels. Specifically, this includes identification data; contact data; descriptive data relating to employment, education, etc.; data necessary for the preparation of employment documentation.

#### Duration of processing and archiving:

We process personal data for the duration of the selection procedure. After concluding the selection procedure, we will erase your personal data except for your name, surname and date of the selection procedure, which we store for 3 years after concluding the selection procedure. For candidates who have granted their consent, we also keep CVs and other documents supplied for the purpose of future offers for a period of 1 year.

#### Categories of other processors or recipients to whom we may provide personal data:

Recruitment agencies, ŠKODA AUTO a.s. (supplier of administrative activities related to HR services).

#### Origin of personal data:

Directly from you.

#### Transfer of personal data to third countries or international companies?

Within this specified processing, your personal data shall not be transferred to third countries or international companies.

#### Automated decision-making on the basis of personal data:

This will not occur during this processing.

#### Other information

Personal data may be subject to archiving in public interest and used for the purposes of scientific, historical or statistical research. Upon request, your personal data may be provided to public authorities, in particular courts, the Police of the Czech Republic and other law enforcement agencies to the extent necessary and within the limits of the law.



ŠKODA  
AUTO Digi Lab

# PERSONAL DATA PROTECTION POLICY



## What are your rights?

You have the following rights as part of personal data processing:



Access to processed personal data.



Revoking consent to processing of personal data.



Correction of inaccurate or incorrect data or supplementing of incomplete data.



Deleting personal data in the event of termination of purpose or unauthorized processing.



Restricting or blocking of personal data processing.



Listing of personal data in a structured and machine-readable format for yourself, or for another controller.



Submission of an objection to personal data processing if you believe that the processing is not justified.



Not to be the subject of automated decision-making.



## How you can exercise your rights?

You can use the following contact information for communication with ŠKODA AUTO DigiLab regarding protection of personal data:



or



### Electronically at address:

[dpo@skodaautodigilab.com](mailto:dpo@skodaautodigilab.com)

### In writing at address:

ŠKODA AUTO DigiLab s.r.o.  
To the attn. of the DPO  
Jankovcova 1603/47a  
170 00 Praha 7 - Holešovice

In relation to the exercising of your rights, ŠKODA AUTO DigiLab may request a reasonable payment not exceeding the costs necessary for handling requests, so long as such requests are manifestly unreasonable or excessive.



## Officer for the protection of personal data

If you have any questions regarding the protection of personal data, you can contact the officer for the protection of personal data of ŠKODA AUTO DigiLab.



[www.skodaautodigilab.com](http://www.skodaautodigilab.com)  
[dpo@skodaautodigilab.com](mailto:dpo@skodaautodigilab.com)



## Possibility of filing a complaint

If you do not agree with the manner by which we process your personal data, in order to protect your rights, you can file a complaint with the officer for the protection of personal data of ŠKODA AUTO DigiLab, or you can file a complaint with the supervisory authority.



Office for Personal Data Protection  
Pplk. Sochora 27  
170 00 Prague 7  
+420 234 665 111  
<http://www.ouu.cz>