

## CONDITIONS AND INFORMATION ON THE PROCESSING OF PERSONAL DATA

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### Job applicants

**Controller:** eustream, a.s.

**Controller's contact details:** Votrubova 11/A, 821 09 Bratislava, CRN: 35 910 712, registered in the Commercial Register of Bratislava III Municipal Court, Section: Sa, file No. 3480/B

**Contact details of the Data Protection Officer:** ochranaou@eustream.sk, +421 (2) 6250 7111

**Transfer of Personal Data to Third Country or International Organisation:** Eustream does not disclose personal data to any third parties other than those required by law or these terms and conditions for processing personal data. Eustream does transfer personal data to third countries (outside the European Union / European Economic Area), in the case of Microsoft providing the controller's Microsoft Office 365 business tools and applications. In that case transfers may be made to third countries, specifically to the USA. The controller has concluded standard contractual clauses with that company, the text of which can be found here <https://www.microsoft.com/licensing/docs/view/Microsoft-Products-and-Services-Data-Protection-Addendum-DPA>.

In the case of the selection process, the controller uses Alma Career Slovakia, s.r.o. as a processor for the job portal provider, with which it has concluded an intermediary contract. The processor Alma Career Slovakia, s.r.o. has subprocessors where transfers also take place to the USA on the basis of standard contractual clauses and/or the EC adequacy decision <https://eur-lex.europa.eu/legal-content/SK/TXT/PDF/?uri=CELEX:32023D1795>; do Veľkej Británie na základe rozhodnutia o primeranosti [https://eur-lex.europa.eu/legal-content/SK/TXT/?uri=uriserv%3AOJ.L\\_.2021.360.01.0001.01.SLK&toc=OJ%3AL%3A2021%3A360%3ATOC](https://eur-lex.europa.eu/legal-content/SK/TXT/?uri=uriserv%3AOJ.L_.2021.360.01.0001.01.SLK&toc=OJ%3AL%3A2021%3A360%3ATOC).

For more information, please visit <https://www.almacareer.com/legal/sk/zoznam-dodavatelov>.

**Automatic decision-making, including profiling:** Not carried out.

### Rights of the data subject:

The data subject has the **right of access to personal data**, the **right to rectification, erasure, restriction of processing** and the **right to lodge a complaint with the supervisory authority**, which is the Office for Personal Data Protection of the Slovak Republic, with its registered office at Hraničná 12, 820 07 Bratislava 27, [statny.dozor@pdp.gov.sk](mailto:statny.dozor@pdp.gov.sk), <https://dataprotection.gov.sk/> or the **right to file a petition for the initiation of personal data protection proceedings**.

If the legal basis for the processing of personal data is **CONSENT** (under Article 6(1)(a) or Article 9(2)(a) of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) (hereinafter also referred to as the **"Data Protection Regulation"** or the **"Regulation"**) or under Article 13(1)(a) or Article 16(2)(a) of Act No. 18/2018 Coll. on the Protection of Personal Data and on amendments to certain acts (hereinafter also referred to as the **"Personal Data Protection Act"** or the **"PDPA"**) or the **CONTRACT** (under Article 6(1)(b) of the Data Protection Regulation or under Article 13(1)(b) of the Personal Data Protection Act) and the processing is carried out by automated means, the data subject also have the **right to the portability of personal data**.

The data subject is entitled to make a request in respect of the aforementioned rights in person at the registered office of the controller to the data protection officer at [ochranaou@eustream.sk](mailto:ochranaou@eustream.sk) or by registered letter to Eustream at its address. In the subject line of the e-mail and the letter it is necessary to indicate “Personal Data - Job applicants”.

Responses to the above requests from the data subject or action taken on the basis of such requests are provided free of charge. If the data subject's request is manifestly unfounded or unreasonable, in particular due to its repetitive nature (repeated request), Eustream is entitled to charge a fee taking into account its administrative costs for providing the information or a reasonable fee taking into account its administrative costs for notifying the data subject or for taking the requested action, or is entitled to refuse to act on such a request.

If you have any doubts about our compliance with our obligations in relation to the processing of PD, you can contact Eustream directly at the address of the data protection officer: [ochranaou@eustream.sk](mailto:ochranaou@eustream.sk). You also have the possibility to address a complaint to the Office for the Protection of Personal Data of the Slovak Republic, with its registered office at Hraničná 12, 820 07 Bratislava 27, e-mail: [statny.dozor@pdp.gov.sk](mailto:statny.dozor@pdp.gov.sk), www: <https://dataprotection.gov.sk/>.

**Detailed information on the rights of data subjects and the method of exercising them is provided on the website of the controller <https://www.eustream.sk> in the Privacy Policy section.**

According to the relationship with the controller, the table below lists the purposes of processing personal data (hereinafter referred to as “PD”) from which it is clear the category of data subjects, the legal basis for their processing, as well as the period of time for which the controller will process the PD.

Data Subjects	Legal basis for the processing of personal data	Purpose of the processing of personal data is	Storage period of the record is	Recipients/ categories of recipients
<p>Job applicant (i.e. a person who has expressed an interest in becoming an employee of the controller on the basis of a selection procedure organised by the controller as a potential employer for a specific job position)</p> <p>Successful job applicant (i.e. the selected job applicant, which means a person who has expressed an interest in</p>	<p>The processing is carried out in line with Article 6(1)(b) of the Regulation - CONTRACTUAL AND PRE-CONTRACTUAL RELATIONSHIPS - necessary for the measures to be taken at the request of the data subject before the conclusion of the contract to which the data subject is to be a party.</p> <p>At the same time, the processing is carried out in line with Article 6(1)(c) of the Regulation for the fulfilment of the LAWFUL OBLIGATIONS of the controller under Art. 311/2001 Coll., the Labour Code.</p> <p>The processing of the SPECIAL CATEGORY of PD in the case of successful job applicants</p>	<p>participation in the current selection procedure.</p>	<p>during the the selection procedure and ending no later than 3 months after the end of the selection procedure. according to the Registry Plan in the case of an application to the selection procedure by mail delivered to the Controller 5 years following the year in which the record/file was deposited in the</p>	<p>Entities to which the provision of the PD is required by law for the controller; professional consultants and advisers who are bound by a legal and/or contractual obligation of confidentiality; companies operating web advertising of vacancies and internship positions, e.g. Alma Career Slovakia, s.r.o.; Alma Career Slovakia, s.r.o. and its subcontractors provide administration of the job applicant system - MARK; a company providing Microsoft Office 365 (including Outlook);</p>

Data Subjects	Legal basis for the processing of personal data	Purpose of the processing of personal data is	Storage period of the record is	Recipients/ categories of recipients
becoming an employee of the controller on the basis of a selection procedure organised by the controller as a potential employer for a specific position and who has been successful in the selection procedure).	and their close relatives is carried out pursuant to Article 9(2)(b) of the Regulation NECESSARY FOR THE PURPOSES OF PERFORMING THE DUTIES and exercising the specific rights of the controller or the data subject IN THE FIELD OF LABOUR LAW and social security and social protection law.		Registry.	
Data subject exercising data subjects' rights.	The processing is carried out in line with Article 6(1)(c) of the Regulation for the fulfilment of the LEGAL OBLIGATIONS of the controller and the PDPA.	addressing the requests of data subjects in the exercise of their rights under the Regulation and the PDPA.	5 years following the year in which the request was processed.	Personal Data Protection Authority of the Slovak Republic and other entities to which the provision of the PD is required by law for the controller; professional consultants and advisers who are bound by a legal and/or contractual obligation of confidentiality; a company providing Microsoft Office 365 (including Outlook);
The whistleblower making the complaint, or other natural persons whose personal data is necessary for the processing of the complaint and to whom the complaint relates.	The processing is carried out in line with Article 6(1)(c) of the Regulation for the fulfilment of the controller's LEGAL OBLIGATIONS under Art. 54/2019 Coll. on the protection of whistle-blowers notifying activities undermining the functioning of society.	Whistleblowing - compliance with the obligations of the controller in the field of whistleblowing.	3 years from the date of receipt of the notification.	Police; Whistleblower Protection Office; Labour Inspectorate; Public Prosecutor's Office; Attorneys; Courts; Judges; Court officials, and other entities to which the provision of the PD implies to the Controller by law; professional consultants and advisers who are bound by a legal and/or contractual obligation of confidentiality; a company providing Microsoft Office 365 (including Outlook);
A job applicant listed in the records of received and sent mail and in the registry report (i.e. a person who has	The processing is carried out under Article 6(1)(c) of the Regulation for the fulfilment of the controller's LEGAL OBLIGATIONS under Act No. 395/2002 Coll. on archives and	processing of documents in line with the Registry Rules and the	according to the Registry Plan for 5 years following the year in which the record/file was	Company providing registry services; Company providing records sorting and shredding; Slovak Mining Archive; Ministry of the Interior of the Slovak Republic; Postal Service; Courier

Data Subjects	Legal basis for the processing of personal data	Purpose of the processing of personal data is	Storage period of the record is	Recipients/ categories of recipients
expressed an interest in becoming an employee of the controller on the basis of a selection procedure organised by the controller as a potential employer for a specific job position and has sent the requested information by post).	registers and associated legal regulations.	Controller's Registry Plan; processing of incoming/outgoing mail in line with the Operational Rules of the mailroom.	deposited in the registry.	Service and other entities to which the provision of the PD is required by law to be provided to the Controller; professional consultants and advisers who are bound by a legal and/or contractual obligation of confidentiality.  company providing Microsoft Office 365;

Where, for any of the processing purposes, the legal basis for the processing of PD is a contract, the provision of such data constitutes a contractual requirement for performance under the contract in question. In the event of non-provision of these data, neither the conclusion of the contractual relationship nor the subsequent performance of the contract is possible.

Where the legal basis for the processing of PD is the law, the provision of this data is a legal requirement. In the event of non-provision of these data, it is not possible to ensure the proper performance of Eustream's obligations under the applicable general legal regulations.

Eustream obtains the PD (in particular the information provided in the CV, e.g. work experience, education, etc.) in the first instance from the data subjects. Eustream also obtains personal data from data subjects during a personal interview. Eustream may collect personal data from its employees who have recommended a job candidate or another candidate to the extent of his/her identification data or other data actually necessary in connection with the selection procedure and the recommendation of the candidate. Eustream may also obtain PD from publicly accessible sources such as LinkedIn and registers, or from third parties, in particular in connection with the conclusion or performance of a contract, of which Eustream must inform the data subject in accordance with the relevant legislation.

In the event that Eustream is provided with PD from a natural person other than directly from the data subject, by providing such PD, the provider confirms that it has consent from the data subject whose data it provides to Eustream to the processing of his or her PD in line with these Terms and Conditions pursuant to Art. 78(6) PDPA.

The current version of this document can be found in Eustream's HR department and on Eustream's website [www.eustream.sk](http://www.eustream.sk) in the **Privacy Policy section**.

Updated on 24 May 2024.